



# KIRKHILL PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION (Version 5; October 2019)

## 1. **NAME**

- a) Kirkhill Primary School Parent Council (hereinafter called 'The Parent Council')

## 2. **AIMS**

- a) to promote close co-operation and communication between parents and school staff
- b) to promote equality and fairness
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- d) to engage in activities which support and advance the education of pupils attending the school

## 3. **POWERS**

- a) The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

## 4. **MEMBERSHIP**

- a) The membership consists of parents/carers of children attending Kirkhill Primary School as selected by the Parent Forum.

## 5. **GENERAL MEETINGS**

- a) The Annual General Meeting (AGM) shall be held in the first term of each academic session. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance, with notice of a provisional date being given to all members of the Parent Council in the fourth term of the preceding academic session.
- b) The business shall include:-
  - i. the work of the Parent Council
  - ii. approval of the accounts
  - iii. appointment of an individual who will review the annual accounts
  - iv. any resolutions submitted by the Parent Forum
  - v. election of members to serve on the Parent Council
- c) At all general meetings, voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.
- d) At all general meetings, the quorum shall consist of the equivalent of one quarter of the membership of the Parent Council.
- e) The Parent Council or the equivalent of one quarter of the membership of the Parent Council, from the Parent Forum, shall have power to call an Extraordinary General Meeting.

## 6. **PARENT COUNCIL MEMBERSHIP**

- a) Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.
- b) The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.
- c) The Chairperson must be a parent of a child enrolled at Kirkhill Primary School.
- d) Class representatives should be drawn from the parent forum to a maximum of two class reps per class across each year group.
- e) The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.
- f) The Headteacher shall nominate teacher representatives up to a maximum of six from the teaching staff - ideally, split between class teachers and members of the Leadership Team.
- g) The Parent Council shall invite the church/denominational body to nominate a representative to attend the Parent Council.
- h) The Parent Council shall invite the councillors who represent the local ward in which the school is situated to attend the Parent Council.
- i) The Parent Council may co-opt up to one person per year group, or the equivalent (ie. seven co-opted members in total) to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.
- j) Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.
- k) The Secretary/PC clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.
- l) A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.
- m) All members of the Parent Council are required to sign up to and abide by the Parent Council's Code of Conduct, Social Media Policy, Child Protection Policy and Data Protection Policy.

## 7. **MEETINGS**

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council, one quarter of the membership shall form a quorum.

Quorum can only be achieved if all Parent Council members have been informed of the meeting and sent notice of the items of business, in advance.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

#### 8. **FINANCE**

- a) The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.
- b) The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.
- c) The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

#### 9. **CHANGES TO THE CONSTITUTION**

- a) Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.
- b) The constitution should be formally reviewed by the Parent Council annually.

#### 10. **DISSOLUTION**

- a) In the event that the Parent Council ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.