

1. Name

The Parent Council at Our Lady of the Missions shall be known as OLM Parent Council.

2. Aims

- **To work in partnership with the school to create a welcoming school which is inclusive to all parents/carers.**
- **to promote close co-operation and communication between the school, pupils and parents.**
- **to promote and encourage the Catholic Faith and its ethos within the school.**
- **To develop and engage in activities which support and advance the education and wellbeing of pupils**
- **To identify and represent the views of all parents/carers on the education provided by the school and other matters of interest to parents.**

It is not appropriate for individual matters relating to a pupil, school staff member or a member of the Parent Forum to be dealt with by the Parent Council. Individual matters should be raised with the School by the parent or guardian.

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.

3. Membership

Full membership of the Parent Council is open to:

- **Any self-nominated member of the Parent Forum on an annual basis as decided at the Annual General Meeting, whose nomination is proposed and seconded by members of the Parent Council.**
- **Ideally two parents from each year group, but if 2 from each year group are not forthcoming, then any other volunteers from the Parent Forum may be accepted.**
- **The Parent Council shall invite the church to nominate a representative to be coopted onto the Parent Council.**
- **The PC will aim for a minimum of 14 parents/carers of children attending the school however the quorum will be satisfied with a minimum of 5.**
- **The parent council should seek to achieve, in its composition, a broad and diverse representation to reflect the rich diversity of the Parent Forum.**

4. Conditions of Membership

All members of the Parent Council should aim to attend every meeting and must not miss 3 consecutive timetabled meetings. Members who have missed 3 consecutive timetabled meetings will be regarded as having resigned their membership without notice being required.

If a parent council member acts in a way that is considered by other members to undermine the objectives of the PC, their membership of the parent council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing by the chair or designated representative to the member.

5. Office Holders

All Office Holders of the Parent Council must be a current member of the Parent Forum. The Office Holder positions are Chair, Vice-Chair, Secretary and Treasurer. Fund Raising, Minute Taker and such others as may be required and roles may be shared to fulfil duties. This will be determined each year at the AGM.

The Chair, Vice-Chair, Secretary and Treasurer are elected at the Annual General Meeting of the Parent Council. Each Office is to be held by a particular individual for a maximum of 2 years, except in extraordinary circumstances.

The Chair will work alongside the Head Teacher to promote and encourage the Catholic Faith and its ethos within the school.

Parents shall always form the majority of the Parent Council.

5. Co-option

- **The Parent Council may co-opt additional persons to help carry out its functions at any time. The numbers will be agreed once office holders have been appointed and a parent council formed at the AGM.**
- **The number of parent members on the PC must always be greater than the co-opted members.**
- **The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.**

Co-opted members can be anyone the Parent Council /PSA feels would benefit its workings, such as parents whose children have now left the school or local community members.

6. Parent Council Meetings

- Parent Council meetings will be held at least once in each school term. Additional meetings of the Parent Council may be arranged as considered by the Office Holders to be necessary. The date, time and place of Parent Council Meetings will be notified to members and the Parent Forum, two weeks prior to the meeting.

- Parent Council members may suggest agenda items for meetings. All proposed agenda items must firstly be notified to the Chair one week prior to the meeting, who will decide on their relevance for inclusion in the meeting agenda. For openness and transparency purposes, all proposed agenda items received by the Chair shall be logged and the outcome recorded for all members to observe.

- The Annual General Meeting will normally be the first Parent Council meeting in the school year, which will normally take place during August/ September. The business shall include:

- a. A report on the activities of the Parent Council.**
- b. Approval of the accounts.**
- c. Appointment of an individual who will review the annual accounts.**
- d. Election of Office Holders/members to serve on the Parent Council.**

- Parent Council meetings shall be open to the Parent Forum including the Annual General Meeting, unless the Parent Council is discussing an item that is considers to be confidential.

- Should a vote be necessary to be taken at a meeting, each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair (or, in the absence of the Chair, the Vice Chair) shall have the casting vote in the event of a tie.

- The Head Teacher of the School will attend or be represented at the Parent Council Meetings. Their role will be in an advisory capacity. They will not have a vote.

- The meeting can still go ahead if neither the Head Teacher nor a representative can attend.

- Meetings may take place in person and online, with the exception of the AGM which must be in person. The notice period and AGM procedures remain the same.

- The Secretary/PC Clerk shall be responsible for keeping accurate minutes of all meetings. Copies of the minutes of all meetings will be available to all parents/carers of children at Our Lady of the Missions Primary School and to all teachers/staff. Copies will be available from within 7 days of meetings.
- The Parent Council is accountable to the Parent Forum of Our lady of the Missions and will make a report in writing to the Parent Forum at least once a year on the activities undertaken.

7. Sub-Committees

The Parent Council may appoint some of its members to a sub-committee of the Parent Council as it deems necessary and shall determine their terms of reference, powers, duration and composition. The sub-committee(s) will report to the Parent Council.

8. Finance

The funds of the Parent Council shall be lodge in a bank account in the name of the Parent Council. Any member of the Parent Council who incurs an expense due to Parent Council business, shall be reimbursed for such incurred expense on provision of proof of such expenditure. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council members. 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 Annual General Meeting and the accounts shall be reviewed by an individual appointed at the previous Annual General Meeting.

9. Changes to the constitution

The PC may change its constitution after obtaining consent from members of the parent forum. Members of the parent forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.