



### **Name and Function of the Parent Council**

1. The name of the association shall be the “St. Joseph’s Primary School Parent Council”, hereinafter called the Parent Council (PC). This is the constitution for the PC.
2. The PC is established in accordance with the Scottish Schools (Parental Involvement) Act 2006, hereinafter called the ACT. Its functions are described in the ACT are, in brief, to:
  - To work in partnership with the school, to create a welcoming school which is inclusive for all parents;
  - To promote partnership between the school, its pupils and all its parents;
  - To develop and engage in activities which support the education and welfare of all of the pupils;
  - To identify and represent the views of parents on the education provided by the school and the other matters affecting the education and welfare of the pupils;
  - To support school management to improve the quality of education which the school provides, and develop to their fullest potential the personality, the talents, the mental and physical abilities of the pupils attending the school;
  - To participate in the appointment of senior staff within the school; and
  - To comply with any reasonable request made to it by the head teacher of the school or by the education authority for information leading to the exercise of those functions.

This constitution should be interpreted in conjunction with the ACT with the understanding that where there is a conflict, it is the provisions of the ACT that will take precedence.

### **The Composition of the Parent Council**

3. The membership will be a minimum of three parents or carers of children attending the school. The upper limit is 20 persons.
4. In addition to clause 3, the PC may co-opt up to 10 additional persons to assist it with carrying out its functions, of which at least one must be a representative of the Catholic Church. Co-opted members may include teachers from within the school. The school will be entitled to rotate the co-opted participation from within their teaching staff. Other persons might be co-opted to the PC from the within the broader community if the PC consider they can contribute to the successful running of the PC body. Co-opted members shall have full voting rights and responsibilities.
5. The PC should always have two-thirds majority of parent members to co-opted memberships.
6. The quorum will be one quarter of the membership, provided that the number of co-opted members in the quorum does not exceed the number of members of the Parent Forum.
7. The PC may appoint special or standing sub-committees as it deems necessary and shall determine their terms of reference, powers, duration and composition. All proceedings of such special subcommittees shall be reported to the PC. The Social Committee is a permanent sub group part of PC responsible for social events and fundraising within the school. This sub group meets separately and refers and reports back to the PC as deemed necessary and is facilitated by a Social and Vice Social Co-ordinator.

### **Parent Council Meetings**

8. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum (being all of the parents of the school) at least two weeks in advance. The meeting will include, but not limited to:
  - i. A report on the work of the PC and its subcommittee(s);
  - ii. Selection of the new PC;
  - iii. Approval of the accounts and appointment of an auditor;
  - iv. Identification of issues that members of the Parent Forum may wish to the PC to pursue; and
  - v. Approval of the accounts and appointment of the auditor.
9. All meetings of the PC are open to all members of the Parent Forum and to the public. However, the PC, including the Head teacher, has the right to meet in private during any discussion of any matter which the PC considers should be dealt with on a Constitution basis or confidentially.
10. The PC will meet at least once in every school term.
11. Individual cases relating to pupils, teachers or parents at the school are not matters for direct PC involvement.
12. If 10 or more members of the Parent Forum request a special general meeting to discuss issues falling within the PC's remit, the PC shall arrange this. The PC shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
13. The PC is accountable to the Parent Forum for St. Joseph's School and will make a report to it at least once each year on its activities on behalf of all parents.
14. Should it be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
15. Any 2 members of the PC can request an additional meeting to be held, and all members of the PC will be given at least one week's notice of date, time and place of meeting.
16. Copies of the minutes of all meetings will be available to all parents of St. Joseph's Primary School and to all teachers at the school. Copies will be available from the Secretary of the PC and from the school office and on the school's web site.
17. All meetings of the PC should begin with a prayer.

### **Membership & Office Bearers**

18. All of the positions within the PC will be re-selected by the PC on an annual basis at the Annual Meeting.
19. The Head teacher, or his/her nominated representative, should chair the voting process for appointment/reappointment of office bearers.

20. Office Bearers will be considered through a process of self-nomination. Any parent shall be considered eligible. Nominees must be seconded by existing PC members. In the event that there is more than one nominated person for any of the office bearing positions, there will be a majority voting process by a show of hands. The nominees should recess during this voting period.
21. The PC will be selected for a period of 1 year, after which they may put themselves forward for re-selection if they wish, though ideally a tenure ship of at least 2 years would be desirable.
22. In the event of there being vacancies for any reason within office bearer roles, these vacancies may be filled at any subsequent parent council meetings following the Annual Meeting, provided that clauses 18 and 19 of this constitution are adhered to and provided that advance notice is given to the parent forum of such vacancies.
22. Any parent of a child at the school can volunteer to be a member of the PC. In the event that the number of volunteers exceeds the number of places on the committee, PC members will be selected by drawing lots. Anyone not selected to be a member of the PC may be offered the opportunity to be a part of any sub-groups set up by the PC. The right of membership will terminate when a parent's youngest child leaves the school.
23. All PC members must comply at all times in whatever capacity with the aims and objectives of the PC enshrined in this Constitution and within the Code of Conduct. If a PC member acts in such a way that is considered to undermine the objectives of the PC, their membership of the PC shall be terminated if the majority of PC members agree. Termination of membership, with reasons, will be confirmed in writing.
24. In the event of any complaint about the conduct of any individual PC member, whether another PC member or a member of the Parent Forum or the wider community, the matter must be dealt with confidentially, impartially and in accordance with the Scottish Schools (Parental Involvement) Act 2006.

### **Parent Council Fundraising**

25. To promote partnership between the school, its pupils and all of its parents the PC:-
  - (a) May raise funds by any legal means, other than borrowing;
  - (b) May expend these sums to carry out its functions at its discretion and in line with appropriate legislation and the ethos of the school; and
  - (c) May run events which it will do in a manner consistent with appropriate legislation, school working practices, policies and procedures.
26. The Treasurer will maintain the bank account or building society account in the name of the PC for all PC funds. Withdrawals will require the signature of the Treasurer and one other of the Vice treasurer, Secretary or Vice Secretary in this order of preference but acceptable to have any two of these. When petty cash is held out-with the above bank or building society account this will be stored in a locked cash box and access restricted to an approved list of personnel which will be held within the school office.
27. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each PC meeting and a full account for the Annual Meeting.

28. An auditor will be appointed who is independent of the PC.
29. The PC shall be responsible for ensuring that all monies are used in accordance with the objectives of the PC.
30. Should the PC cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, or schools, where this continues.

**Constitution Amendments**

31. The PC may change its constitution after obtaining consent from members of the Parent Forum. All members of the Parent Forum will be sent a copy of any proposed amendments and given a reasonable time to respond to the proposal. The proposal(s) shall be accepted if a majority of those who respond within the given time agree to the proposals.