

# **St Mark's Parent Council Constitution**

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

1. The name of the association shall be the "St. Marks Primary School Parent Partnership", hereinafter called the Parent Partnership (PP). This is the constitution for the PP.
2. The PP is established in accordance with the Scottish Schools (Parental Involvement) Act 2006, hereinafter called the ACT. Its functions, 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, its parents and prospective 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 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.

## **The Composition of the Parent Partnership**

3. The membership will be a minimum of five parents or carers of children attending the school. There is no upper limit. In the event that numbers attending PP business become so great as to demand an upper limit, the constitution will be amended accordingly.
4. In addition to clause 3, the PP may, by a majority vote, co-opt up to 5 Members to assist with carrying out its functions. One of the co-opted members must be a Church Representative or a member of the parish team. Co-opted members will be invited to serve for a period of 1 year after which time the PP will review and consider requirements for co-opted membership. Co-opted members do not have voting rights.

5. The PP 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 PP 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 PP.

### **Parent Partnership Meetings**

8. The Annual General 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 PP and its subcommittee(s);
  - ii. Selection of the new PP Office Bearers; and
  - iii. Identification of issues that members of the Parent Forum may wish to the PP to pursue;
9. All meetings of the PP are open to all members of the Parent Forum and to the public. However, the PP, including the Head teacher, has the right to meet in private during any discussion of any matter which the PP considers should be dealt with on a Constitution basis or confidentially.
10. The PP will meet at least once in every school term.
11. Meetings will be face to face but where circumstances do not allow this, then business will be conducted via an online platform such as Microsoft teams or Zoom. Under no circumstances should these meetings be recorded without permission from all attendees present.
12. The Head Teacher has both a right and a duty to attend PP meetings or to be represented at a PP meeting.

13. Individual cases relating to pupils, teachers or parents at the school are not matters for direct PP involvement.
14. If 10 or more members of the Parent Forum request a special general meeting to discuss issues falling within the PP's remit, the PP shall arrange this. The PP 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.
15. The PP is accountable to the Parent Forum for St. Mark's School and will make a report to it at least once each year on its activities on behalf of all parents.
16. 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.
17. Any 2 members of the PP can request an additional meeting to be held, and all members of the PP will be given at least one week's notice of date, time and place of meeting.
18. Copies of the minutes of all meetings will be available to all parents of St. Mark's Primary School and to all teachers at the school. Copies will be available from the Secretary of the PP and from the school office and on the school's web site.
19. All meetings of the PP should begin with a prayer.

### **Membership & Office Bearers**

20. All of the Office Bearer positions within the PP will be selected by the at the Annual General Meeting. The PP Office Bearers will be selected for a period of 2 years, after which they remain eligible for re-selection if they wish.

All of the Office Bearer positions within the PP will be selected at the Annual General Meeting every year. There will be no minimum or maximum term of office, provided the position is held by member of the Parent Forum.

21. The Head teacher, or his/her nominated representative, should chair the voting process for appointment/reappointment of office bearers.
22. Office Bearers will be considered through a process of self-nomination. Any parent, having served as a full member of the PP for at least one year, shall be considered eligible. Nominees must be seconded by existing PP 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.

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23. 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 20 and 21 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 PP. The right of membership will terminate when a parent's youngest child leaves the school.
23. All PP members must comply at all times in whatever capacity with the aims and objectives of the PP enshrined in this Constitution and within the Code of Conduct. If a PP member acts in such a way that is considered to undermine the objectives of the PP, their membership of the PP shall be terminated if the majority of PP 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 PP member, whether from another PP 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 Partnership Fundraising**

25. To promote partnership between the school, its pupils and all of its parents the PP:-
  - (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 PP for all PP funds. Withdrawals will require the signature of the Treasurer and one other nominated signatory.
27. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each PP meeting and a full account for the Annual Meeting.
28. An auditor will be appointed who is independent of the PP.
29. The PP shall be responsible for ensuring that all monies are used in accordance with the objectives of the PP.
30. Should the PP 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 PP 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.