

Uplawmoor Primary School Parent Council Constitution

June 2020

1. Name

The name of the association will be Uplawmoor Primary School Parent Council (the Parent Council).

2. Functions

The Parent Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006 (the Act). Its functions are as described in the Act, and are in brief to:

- i) Support school management to further improve the quality of education which the school provides, and develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school.
- ii) Develop and engage in activities which support the education and welfare of pupils.
- iii) Promote contact between the school, the parent forum (which includes all parents, carers and guardians of pupils at Uplawmoor Primary School), prospective parents and the community.
- iv) Report on the Parent Council activities to the parent forum at least annually.
- v) Identify and represent the views of the parent forum.
- vi) Comply with any reasonable request made to it by the Head Teacher of the school or by the education authority for information relating to its exercise of those functions.

3. Membership

Full membership of the Parent Council will be open to:

- i) Eight elected members of the parent forum (or such other number as is reasonable in the circumstances).
- ii) Two representatives of special interest groups (a group of parents which has an established role in the school and meets regularly) within the school who will be nominated by all special interest groups.
- iii) Two co-opted representatives from interested parties within the community.
- iv) Two staff representatives.

In multi-denominational schools co-opted members may represent denominational groups. However, the Parent Council will have due regard to the cultural and religious diversity of the school population in co-opting such members.

Membership will terminate:

- v) Four years from appointment, but there will be an option for re-election, or
- vi) When the parent's youngest child leaves school, or
- vii) When a member gives reasonable notice of resigning.

In the event of a vacancy arising during a Parent Council member's term, an election will be held to fill the vacancy. Should a vacancy for a co-opted member arise an invitation to fill the vacancy will be issued to the respective group.

4. Officers

- i) Only a person who is a member of the schools' parent forum may chair the Parent Council.
- ii) The Chair, Vice Chair, and Treasurer will be elected at the Annual General Meeting (the AGM). Office holders should hold office for two years with an option of re-election up to a maximum of four years. Re-appointments and new appointments will take place at the AGM.
- iii) The Treasurer (who can be a co-opted member) should not be a member of any fundraising group operating as a special or standing committee of the Parent Council.

5. Committees

The Parent Council may appoint such special or standing committees as it deems necessary and shall determine their terms of reference, powers, duration and composition. All proceedings of such special or standing committees shall be reported to the Parent Council.

6. Meetings of the Parent Council

- i) All meetings of the Parent Council are open to all members of the parent forum. However, the Parent Council, including the Head Teacher has the right to meet in private during discussion of any matter which the Parent Council considers should be dealt with on a confidential basis.
- ii) Individual cases relating to pupils, staff or parents at the school are not matters for direct Parent Council involvement.
- iii) The Head Teacher both has a right to and a duty to attend Parent Council meetings or to be represented at Parent Council meetings.
- iv) There will be an AGM of the Parent Council in June of each year.
- v) Notice of all meetings must be made at least two weeks in advance of the meeting to all members and to the parent forum.
- vi) The quorum will be one quarter of the membership, providing that the number of co-opted members in the quorum does not exceed the number of members of the Parent Council.
- vii) Should a vote be necessary to make a decision, each full member of the Parent Council at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
- viii) The Parent Council will meet at least once in every school term.

7. Finance

- i) The Parent Council may raise funds by any legal means other than borrowing and may expend these sums to carry out its functions at its discretion and in line with appropriate legislation.

- ii) The Parent Council may receive gifts.
- iii) The Treasurer will ensure that prompt, proper and accurate records of all income and expenditure are kept. The Treasurer will provide a summary of income and expenditure for each Parent Council meeting and a full statement for the Parent Council AGM.
- iv) An auditor, who should be independent of the Parent Council, shall be appointed at the AGM.
- v) An audited annual statement of accounts shall be presented to the AGM and circulated to the parent forum.

8. Review of the Constitution

The Parent Council may review and amend its constitution at the AGM but only with consent of the majority of the Parent Council present.

9. Dissolution of the Parent Council

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.