



MAIDENHILL PARENT COUNCIL

CONSTITUTION

(Version 1.1)

This Constitution will help Maidenhill Parent Council fulfil the aims and objectives of the Scottish Schools (Parental Involvement) Act 2006.

1	Name
1.1	Maidenhill Primary School Parent Council (hereinafter called 'The Parent Council')
2	Parent Council Objectives
2.1	Work in partnership with Maidenhill Primary School (hereinafter called 'the School') in raising the standard and quality of education and develop to their fullest potential the personality, talents and mental and physical abilities of the pupils of the School.
2.2	Promote the positive and regular engagement of Parents in their children's education and in the life of the School.
2.3	To identify, represent and report to the School and/or Education Authority, the views of the Parents on the standards and quality of education and arrangements at the School for promoting the involvement of parents in the education of their children.
2.4	Encourage engagement between the School, Parents, pupils, community and other relevant bodies in bettering the children's education and wellbeing.
2.5	Raise funds or resources to support the School and Parent Council in delivering these objectives.
2.6	Report back to the Parent Forum as to the Parent Council's activities to execute its objectives.
2.7	Promote equality and fairness.
3	Parent Forum
3.1	The Parent Forum consists of parents/carers of children attending Maidenhill Primary School and Nursery Class. The Parent Council is accountable to the Parent Forum.
4	Powers
4.1	The Parent Council shall have the power to do anything considered by them to be in furtherance of its objectives but remembering that they are there to represent the views of the Parent Forum. All actions taken by the Parent Council must be conducive to a positive partnership between the Parent Council and the School, as well as with the wider Parent Forum.

5.	Annual & Emergency General Meetings
5.1	The Annual General Meeting (AGM) shall be held in the first term of each new School year. 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 previous School year.
5.2	The business of the AGM shall include; <ol style="list-style-type: none"> 1. Provide an annual report to the Parent Forum relating to the work of the Parent Council 2. The approvals of the accounts 3. Appointment of an individual who will review the annual accounts 4. Any resolutions submitted by the Parent Forum 5. Elections of members to serve on the Parent Council
5.3	At Annual General Meetings, voting shall be based on one vote per member of the Parent Forum, per family, who is present at the meeting.
5.4	The Parent Council or the equivalent of one quarter of the membership of the Parent Forum, shall have the power to call an Extraordinary Meeting (EGM).
5.5	At all general meetings, the quorum shall consist of 10 members of the Parent Forum.
6.	Parent Council Membership
6.1	The Parent Council membership will be a minimum of three and a maximum of 30 parents/carers of children attending the School or nursery class. Only one member per family can be a member of the Parent Council.
6.2	Members of the Parent Council will be appointed at the AGM. They shall be elected for one year and be eligible for re-election. Parents shall always form the majority of the Parent Council. The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer, Communications Co-ordinator, Fundraising Co-ordinator and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.
6.3	The Chairperson must be a parent of a child enrolled at the School.
6.4	The Headteacher or his/her representatives (to a maximum of 6) has the right and a duty to attend meetings of the Parent Council in an advisory capacity and does not have voting rights.
6.5	The Parent Council can invite representatives of local churches/denominational bodies to attend the Parent Council in an advisory capacity and with non-voting rights
6.6	The Parent Council will extend an invitation to the local elected members of the School catchment, and other relevant representatives of community bodies / services, to attend meetings, but he/she will not be a formal representative of the Parent Council or have any voting rights.
6.7	The Parent Council may co-opt up to two people per year group, 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.
6.8	A member of the Parent Council should be part of any sub groups (e.g., fundraising), and provide updates to the Parent Council.
6.9	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 deliberate 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.
6.10	A member of the Parent Council failing to attend three consecutive meetings without reason/apologies will be deemed to have retired from the Parent Council.

6.11	All members of the Parent Council are required to sign up and abide by the Parent Council's policies, that include the Code of Conduct, Communications and Social Media Policy, Child Protection Policy and Data Protection Policy.
6.12	If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if a majority of members agree. Termination of membership would be confirmed in writing to the member and the member would have the right to appeal.
7.	Meetings
7.1	A minimum of 1 Meeting of the Parent Council shall be held per term. At all meetings of the Parent Council, 5 members shall form a quorum (minimum number of that group necessary to conduct the business of the group).
7.2	Any 2 parent members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.
7.3	A quorum can only be achieved if all Parent Council members have been informed of the meeting and sent notice of the business, in advance.
7.4	All Parent Council meetings shall be open to any member of the Parent Forum to attend although they will not have voting rights. An exception to this would be if the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his/her representative can attend.
7.5	The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make those available upon request to any member of the Parent Forum.
8.	Office Bearers – Roles and Responsibilities
8.1	Wording in this section has been taken from the Scottish Executive's "Welcome to the Parent Council" Handbook.
8.2	<p>Chair & Vice Chair: Ensure everything gets done, not do everything</p> <ul style="list-style-type: none"> • Guide the Parent Council to achieve its aims • Chair the meetings of the Parent Council • Liaise with the Secretary on the agenda and meeting arrangements • Welcome members and introduce guests • Ensure fair discussion and that everyone gets a chance to have their say • Stop anyone taking over or dominating discussions • Get through the agenda on time • Sum up issues, points and decisions • Ensure decisions are carried out • Work with the Treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting
8.3	<p>Secretary: Support communication between the Parent Council members themselves and between the Parent Forum and the Parent Council.</p> <ul style="list-style-type: none"> • Make arrangements for meetings and prepare an agenda in consultation with the Chairperson. • Send a notice of the meeting, venue and agenda to all Parent Council members so that they will receive them in good time for the meeting. Agendas should be sent out for all meetings even if they are held at the same time and place each month.

	<ul style="list-style-type: none"> • Keep a record of everyone attending the meeting and any apologies for absence. • Let Parent Council members know about all correspondence received and report any action taken since last meeting. • Take a minute of meetings, recording decisions and actions to be taken and by whom. This can be a task that is shared amongst members of the Parent Council to allow the Secretary to participate in discussions. • Provide minutes for all Parent Council members prior to or at meetings.
8.4	<p>Treasurer: Handle the money coming in and going out of the group.</p> <ul style="list-style-type: none"> • The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money. • Have a clear and accurate book-keeping system that records any money received and how the money is spent. • Maintain the bank account. It is good financial practice to require at least two Officers' signatures on cheques to allow any money to be withdrawn or spent. • Produce a report for each meeting stating money paid into, or out of, the account since the last meeting. • Advise on the amount of money available for the group's work and warn of excess expenditure. • Prior to the Parent Council Annual General Meeting (AGM), arrange for the year's accounts to be independently checked (audited) and agreed with the Chair. • Present the audited financial statement at the AGM and answer any questions on the accounts.
8.5	<p>Communications Co-ordinator</p> <ul style="list-style-type: none"> • Responsible for ensuring the necessary communications between the Parent Council and the wider Parent Forum take place. • Responsible for providing wording/image etc to Class Reps (see section 9) in regards to School year group communications. • Work with the Chairperson, and other Office Bearers, to ensure that information discussed in meetings, for example, with the School, is communicated back to the whole Parent Council (unless this information is confidential).
8.6	<p>Fundraising Co-ordinator</p> <ul style="list-style-type: none"> • Responsible for co-ordinating all elements of all fundraising activities and events, including delegating and sourcing volunteer support in this regard. • Responsible for communicating fundraising ideas to the wider Parent Council, including sub-groups. • Responsible for communication with the Parent Council Communications Co-ordinator to ensure the wider Parent Forum, and any other relevant groups, are made aware of all fundraising activities and events. • IMPORTANT: The Fundraising Co-ordinator does not bear sole burden for raising funds, but rather holds the responsibility to co-ordinate the fundraising events. Nor are they responsible to personally do all elements of any fund raising events, i.e they should co-ordinate all, not do all. At the time this document was prepared, overall fundraising responsibilities remain with the Parent Council as a whole. Should a decision be made going forward to form a

	separate Fund Raising Committee, under the Parent Council, responsibility for fund raising would be passed to said Committee at that time.
9	Class Representatives – Roles and Responsibilities
9.1	Class Representatives will hereinafter be called ‘Class Reps’.
9.2	There shall be a Class Rep for each year group in the School, i.e., from Primary 1 to Primary 7.
9.3	Class Reps are representatives of the Parent Council and they should bear this in mind in regards to all communications they make in this role. Class Reps are not representatives of the School.
9.4	Class Reps, as with all Parent Council members, are volunteers and are there to help facilitate the communication of information between the Parent Council and the wider Parent Forum, for example in relation to Parent Council events and fundraisers.
9.5	Class Reps are not the main point of contact for, nor are they personally responsible to resolve, any specific concerns parents have in regards to the School. For such things, Class Reps should advise parents to contact the School directly in the first instance.
9.6	Should a Class Rep - or any member of the Parent Council - be made aware of a specific concern being raised by many parents, it is reasonable for the Class Rep to bring this up with the Parent Council for it to consider whether it is appropriate to discuss the topic in more detail at an upcoming Parent Council meeting. Such topics should be put forward to the Parent Council along with the parents’ collated suggestions for improvements and/or resolutions. It is important that should this situation arise, the Class Rep remains impartial in regards to the topic in question and bears in mind that they are representing the Parent Council at this time.
10	Finances
10.1	The funds of the Parent Council shall be lodged in the bank, building society or other account in the name of the Parent Council. Cheques or transactions shall be drawn, or withdrawals made against the signatures/approval of at least two named Parent Council members.
10.2	The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The accounts shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed by the Treasurer (see section 8.5).
10.3	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.
11.	Changes to the Constitution
11.1	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.
11.2	The constitution should be formally reviewed by the Parent Council annually.
12.	Dissolution
12.1	If the Parent Council ceases to exist any remaining funds passes to the Local Authority to use for the benefit of the School.