

St Clare's Primary School Parent Council Constitution

St Clare's school is a Roman Catholic primary school serving the local community within East Renfrewshire. The Parent Council of St Clare's Roman Catholic Primary School, have a vital role in providing a voice for parents on school issues that are important to them and their children. They are representatives of the Parent Forum, and they are community's advocate for Catholic education. The Parent Council is committed to bringing to life the vision, aims and values of their Catholic school. They participate in nurturing the school as a community of faith and learning.

1. Name

The name of the association shall be St Clare's Parent Council, hereinafter referred to as the 'Parent Council'.

'Parent Forum' relates to all parents and guardians of current pupils in the school.

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:

- to promote and encourage the Catholic Faith and its ethos within the school.
- to promote close co-operation and communication between the school, pupils and parents.
- to engage in activities which support and advance the education and welfare of pupils attending the school.
- identify and represent the views of the Parent Forum on school education and work in close partnership with the school.

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.

3. Membership

Full membership of the Parent Council is open to:

- (a) 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.

- (b) 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.
- (c) The Parent Council shall invite the church to nominate a representative to be co-opted onto the Parent Council.

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.

5. Officer 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, Treasurer, Fund Raising, Minute Taker and such others as may be required.

The Chair, Vice-Chair, Secretary, Treasurer and Fund Raising positions 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.

The Parent Council may co-opt any other member to fill a vacancy occurring between Annual General Meetings.

6. Parent Council Meetings

- a) 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.
- b) 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.

- c) The Annual General Meeting will normally be the first Parent Council meeting in the school year, which will normally take place during 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.
- d) 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.
- e) 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.
- f) The Head Teacher of the School will attend or be represented at the Parent Council Meetings.
- g) The Parent Council is accountable to the Parent Forum and will make a report in writing to the Parent Forum at least once a year on the activities undertaken. Minutes of the meetings of the Parent Council will also be minuted and shared with the Parent Forum.

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. Communication

Communications will be made by the Parent Council in accordance with the Parent Council's Communication and Social Media Policy.

9. 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.

10. Review of Constitution

The Parent Council may review and amend this Constitution subject to the approval of the majority of the Parent Council members at any Parent Council meeting. The Parent Council may amend the Constitution at the AGM, when it appears to the majority of the Parent Council members to be necessary to do so. The Parent Forum will be notified of the proposed amendments and given reasonable time to respond to the proposal.