

Busby Primary School

Parent Council

Constitution

1. GENERAL

1.1 This is the constitution for Busby Primary School Parent Council.

1.2 The objectives of the Parent Council are:

- 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 the pupils
- To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

2. MEMBERSHIP

2.1 The membership will be a minimum of four parents of children attending the school. The maximum size is 9. There will also be one staff representative, as determined by the Head Teacher.

2.2 The Chair, Secretary (if applicable) and Treasurer (if applicable) of the Council will be agreed by the Parent Council members. Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).

2.3 Members of the Parent Council will be selected for a period of 1 year. All members of the parent forum of the school will be eligible to stand for election to the Parent Council. The selection process will take place in each academic year.

2.4 In the event that the number of volunteers at an election exceeds the number of places set out in the constitution, members will be selected by a ballot. Only members of the Parent Forum will be eligible to vote in the ballot. Existing members of the Parent Council may stand for re-election at the end of their term if they so wish.

2.5 Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council. The Head Teacher has a duty and a right to attend subgroup meetings but not as a member of the Parent Council..

2.6 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 the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

3. MEETINGS

3.1 Busby Parent Council will meet at least once in every school term.

3.2 These meetings will take place in Williamwood High School.

3.3 The Convenor for Education at East Renfrewshire Council and all local councillors will automatically be invited to attend Parent Council meetings.

3.4 Subgroup meetings may take place outwith the scheduled formal meetings, at a time date and location to suit subgroup members.

4. BUSBY PARENT FORUM

4.1 The Parent Council is accountable to the Parent Forum for Busby Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

4.2 If 40 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall be obliged to consider this. The Parent Council 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.

4.3 The Annual Meeting will be held in August of each year, or as near as is practicable. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its committee(s)
- Selection of the executive of the new Parent Council.
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts

5. DECISION MAKING

5.1 Two thirds of the Parent Council (which shall be deemed to include all Parent Members, co-opted members, co-opted staff representatives and the Head Teacher) will be required to be present in order to have a vote on any matters at a meeting of the Parent Council.

5.2 Should a vote 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.

5.3 The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. A simple majority will be used to determine if approval is given.

6. COMMUNICATIONS

6.1 Copies of the minutes of all meetings will be available to all parents of children at Busby Primary School and to all staff at the School. Copies will be available from the Secretary of the Parent Council, from the school office, on the school website and on the parent council website.

6.2 Meetings of the Parent Council shall be open to the public, unless 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 or her representative can attend.

7. FINANCES


7.1 The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.


- 7.2 The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual General Meeting.
- 7.3 If on the winding up of the Parent Council, any property remains after the satisfaction of all debts and liabilities; such property shall not be paid to or distributed among the members of the Council; that property shall instead be transferred to some other charity or charities (whether incorporated or unincorporated) whose objects are similar (wholly or in part) to the objects of the Council. None of the Group's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

8. SUB GROUPS

- 8.1 There will be a sub-committee of the Parent Council, known as the Fund-raising Committee, whose function is to raise funds to be used for the provision of additional facilities for the school. It will consist of at least one member of the Parent Council, one of whom will chair the committee, a staff representative, and co-opted members of the Parent Forum. The staff representative and co-opted members of this committee shall not form part of the Parent Council.
- 8.2 Additional short term sub committees of the Parent Council may be established to manage and co-ordinate specific activities of the Parent Council. These will consist of at least one member of the Parent Council and co-opted members from the Parent Forum.
- 8.3 The Parent Council may co-opt up to 2 further members to assist it with carrying out its functions. Co-opted members are intended to be people who will bring an additional perspective to the Parent Council, and will be invited to serve for the year in which they are co-opted. The Parent Council will review and consider requirements for co-opted membership on an annual basis at the time of electing official office bearers.

April 2018

Witnessed by:  (signature) 24/4/18 (date)
STUART NICOLIN (name)

 (signature) 24/4/18 (date)
LAURA BROOKMAN (name)