



COMHAIRLE NAN EILEAN SIAR  
**Department of Education**



## **Parental Involvement**

### **LMS PARENT COUNCIL DRAFT CONSTITUTION**

- 1 This is the constitution for **LMS Parent Council**.
- 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 parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- 3 The membership will be a minimum of **six** parents of children attending the School/pre-school nursery. The maximum size is **ten**.
- 4 The Parent Council will be selected for a period of **two years**, after which they may put themselves forward for re-selection if they wish. Parents will have **two weeks** to ask for volunteers through pupil post.

The Parent Council will be made up of at least one representative from each year group who will be chosen by the parents of children in those year groups. Representatives from the associated pre-school nursery will be chosen in the same way.

- 5 Two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other invited members including teaching and support staff in the school and/or members of the local community.

The number of parent members on the Parent Council must always be greater than non parent members.

Non parent members will be invited to serve for a period of **two years**, after which time the Parent Council will review and consider requirements for non parent membership.

6 The Parent Council will be chaired by a parent of a child attending LMS. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

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

If one-third of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least *two weeks* notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8 The Annual 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 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 new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor.

9 The Parent Council will meet at least *once in every school term*.

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.

Any 2 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.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council the other members should refer to the Complaints section in the Parental Involvement Policy of the Department of Education.

10 Copies of the minutes of all meetings will be available to all parents of children at LMS and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and will be displayed on noticeboards and school websites.

11 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 Headteacher, or his or her representative, can attend.

12 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.

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

Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

- 13 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.
- 14 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 (or schools), where this continues.