

Sgoil Uibhist a Tuath

PARENT COUNCIL CONSTITUTION



This is the constitution for Sgoil Uibhist a Tuath Parent Council.

The Parent Council is accountable to the Parent Forum, of which all parents are automatically members.

1 OBJECTIVES

The objectives of the Parent Council are:

- To work in partnership with the school to create so as to create a welcoming, nurturing and inclusive environment for all.
- To promote partnership between the school and home.
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- The fundraising functions of a SUaT PTA are currently combined with Parent Council responsibilities. These roles and functions can be separated again in the future, dependant on parental interest and uptake.

2 MEETINGS

General Meetings

- The Parent Council will meet at least once in every school term. Non-members are welcome at all meetings.
- Meetings will require **two weeks notice** and an advert detailing meeting date/time will be displayed via suitable forums (social media, physical advertisements etc).
- An agenda will be circulated to all members approximately one week before a meeting date.
- Minutes of each meeting will be emailed to all parents. Copies will be displayed on the designated Parent Council area of school website – ideally, within two weeks of a meeting taking place.
- Should a vote be necessary to make a decision, each member of the Parent Council present at the meeting will have one vote.

- In the event of a tied vote the Chairperson will have an additional casting vote.
- Any members of the Parent Council can request that an additional meeting be held.
- The Chair and Vice Chair will attend Joint Parent Council Meetings twice per school session with other Uist school PCs.

3 MEMBERSHIP

- Where possible, the Parent Council will be made up of at least one representative from each school year group and, also, where possible, at least one nursery representative will be present.
- The membership of the Parent Council will be a minimum of 6 and a maximum of 12 parents of children attending the school. This number includes office-bearers.
- One teacher representative will be appointed annually and will represent school staff for that school session.
- The Headteacher or their nominated representative has both a right and duty to attend meetings of the Parent Council as guaranteed in current legislation. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum. A report from the Headteacher will form part of the agenda at each Parent Council 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.

4 SELECTION PROCESS

- At the AGM, parents may volunteer themselves but must be proposed and seconded at AGM.
- In the event that there are not sufficient volunteers within a year group, parents will be asked to nominate representatives. Failing that, the school will invite parents to join the Parent Council.
- Parent members can be re-elected annually if selected.

5 OFFICE BEARERS

- The offices of Chair, Vice-chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation and by proposals that are both nominated and seconded.

- Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum)
- The Parent Council will be chaired by a parent of a child attending Sgoil Uibhist a Tuath. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

6 ANNUAL GENERAL MEETING

- The annual meeting will be held in September of each year with a notice of the meeting, including date, time and place, will be sent to the Parent Forum two weeks in advance.
- The meeting will include
 - a report on the work of the Parent Council and its committee(s)
 - a full financial update for the previous school session. Accounts will then be submitted for approval of and audit by the Finance Department of Comhairle nan Eilean Siar
 - selection of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise and have submitted approximately 7 days in advance of meeting date.

7 FINANCE

- 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 two office-bearers.
- 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 Finance Department of Comhairle nan Eilean Siar.
- The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

8 CHANGING THE CONSTITUTION

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.

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 sole benefit of Sgoil Uibhist a Tuath.

Glossary of terms:

Parent – The term parent includes guardian and any person who has responsibility in relation to, or has the care of, a pupil attending Sgoil Uibhist a Tuath.

Parent Council – The Parent Council is a group of parents/carers established to represent all the parents/carers of children at Sgoil Uibhist a Tuath.

Parent Forum - The Parent Forum is made up of all parents/carers who have a child or young person at Sgoil Uibhist a Tuath.

PTA (Parent Teacher Association) – a school association run by some of the parents and teachers to discuss matters that affect the children and to organise events to raise money.

Parental feedback / Comments: