

Balmullo Primary School

Parent Council Constitution



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Author	Secretary (Mhairi Law)
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Version Control

No	Changes made	By Who	Date
V1	Constitution developed	Mhairi Law	23.05.2023
V2	<p>Section 3 – <i>Vice or deputy appointments can be made to any of the core roles.</i></p> <p>Section 3.2 – Addition of <i>transfer of any licenses</i></p> <p>Section 6 – Amendments to standard agenda</p>	Mhairi Law	12.09.2024

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1. Introduction

This is Balmullo Primary School Parent Council's constitution. It explains who we are, what we do and how we are run.

Balmullo Primary School's vision is to strive to be a school where:

- everyone feels safe, included and valued
- everyone believes in themselves, creating friendships that develop them personally, socially and emotionally
- everyone makes progress and feels that learning is fun
- everybody succeeds and everybody matters.

2. Objectives

Our Parent Council objectives are to:

- help the school achieve the vision
- promote good relationships between parents, families and the school
- represent parents' views on the education provided by the school and other matters affecting pupils
- provide a forum for parents to contribute and support the education and welfare provided by the school
- raise funds to support education and wellbeing activities.

3. Membership

We welcome as wide a Parent Council engagement as possible. A 'parent' can be any adult with significant caring responsibility for a Balmullo school pupil.

The table below identifies Parent Council roles. Roles with a * are a minimum requirement. Vice or deputy appointments can be made to any of the core roles.

No	Role	Duration
1	Chair *	1 year Parents can continue to volunteer in subsequent years.
2	Treasurer *	
3	Secretary *	
4	Year Group Representatives	
5	Head Teacher or representative	Permanent
6	Other parents wishing to get involved	No minimum or maximum

3.1 Membership Selection

All parents can volunteer for a Parent Council role. If the number of volunteers exceeds the roles set out above, members will be selected for roles by other parents by one of two methods:

- Balmullo Parent Council Facebook Page poll (open for a minimum of 1 week) prior to the Annual General Meeting.
- In person at the Annual General Meeting.

Anyone not selected for a specific role are welcome to get involved as ‘Other parents wishing to get involved.’

If a Parent Council member needs to step down or their child is no longer a pupil, we will seek a volunteer to take on the role at the next meeting, and a permanent appointment will be made at the next Annual General Meeting.

If there are no volunteers to take on roles, the parent council may have to be dissolved.

3.2 Co-Opting Members

The Parent Council may co-opt up non-parent members to help carrying out its functions. For example: teachers, support staff or other professionals who can support our objectives.

Where non-parent members join the Parent Council, at least three quarters of the membership must be parents.

Co-opted members will be invited to serve for one year, after which time the Parent Council will review if they are still needed.

3.2 Membership Handover

Outgoing members will provide a handover of relevant information to the incoming member, including:

Chair - Constitution, membership details and Facebook permissions

Treasurer - Banking information, licenses and Facebook permissions

Secretary - Previous meeting records, constitution, and Facebook permissions

4. Record Keeping and Information Sharing

The Parent Council is accountable to the Balmullo Primary School parents.

Meeting records will be published by the Secretary on

<https://www.facebook.com/groups/BSPParentCouncil> within 2 weeks of the meeting date, and a copy will be displayed in the school reception noticeboard.

Parent Council Meeting records will be held by, and can be requested from:

- The Parent Council Secretary
<https://www.facebook.com/groups/BSPParentCouncil>
- Balmullo Primary School office balmullops.enquiries@fife.gov.uk

4.1 Facebook

The Parent Council use <https://www.facebook.com/groups/BSPParentCouncil> as their main way of sharing information. This is a private group managed by the Parent Council, all parents are encouraged to request access to this group.

5. Meeting Frequency

The Parent Council will meet at least once a term. The date will be shared with 2 weeks' notice via:

- <https://www.facebook.com/groups/BPSParentCouncil>
- Routine school communications such as SWAY

An Annual General Meeting will normally take place within autumn term.

Special meetings can be scheduled if required, for example to plan a specific event.

6. Agendas

Standard Meeting Agenda will include:

- Welcome and Introductions
- Minutes and actions from previous meeting
- Feedback from Class Reps
- Fundraising Activities
- Head Teacher's report
- Treasure's report
- Any Other Business

Annual General Meeting Agenda will include:

- Welcome and Introductions
- Matters arising
- Head Teacher's report
- Chair's report - A summary the work of the Parent Council
- Treasurer's report – Including independent advisor approval and appointment of independent advisor agreement in principle.

- Review of constitution
- Parent Council appointments
- Any Other Business

Parent Council members can ask for extra agenda items via the:

<https://www.facebook.com/groups/BPSParentCouncil>

7. Decisions

If a vote is needed to reach a decision, each Parent Council member at the meeting will have a vote.

The Chair will have a casting vote in the event of a tie.

8. Conduct

If a Parent Council member acts in a way considered by other members to undermine the Parent Council objectives, their membership shall be terminated if the majority of parent members agree. The Parent Council Chair will write to the member confirming a decision to terminate their membership.

9. Public Access

Parent Council Meetings will be open to the public, unless the Parent Council is discussing an issue it considers should be dealt with confidentially. In such circumstances, only members of the Parent Council and the headteacher, or their representative can attend.

10. Accounts

The Treasurer will maintain 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 a record of income and expenditure and provide a summary of this for each Parent Council meeting and a full account for the AGM. The Parent Council accounts will be reviewed by the independent advisor.

The Parent Council is responsible for ensuring all money raised is used in keeping with the Parent Council objectives.

If the Parent Council is dissolved by majority decision, or because we are unable to appoint a minimum membership; we will do one of the following:

- decide how any remaining funds will be used prior to dissolution
- pass remaining funds directly to the school.

11. Review of Constitution

This constitution should be reviewed at every Annual General Meeting (AGM). The AGM minutes will record that the constitution remains fit for purpose or that changes are proposed.

If changes are proposed at the AGM or at any other time throughout the year, the proposed changes will be shared on the Facebook page, providing a 2-week opportunity to comment and the Constitution placed on the next available meeting agenda for discussion/ approval.

12. Underpinning Guidance and Legislation

<https://education.gov.scot/improvement/documents/par2-section6-mar19.pdf>

[Scottish Schools \(Parental Involvement\) Act 2006](#)