**Blairhall Primary School Parent Council Constitution**

**Updated May 2025**

**What the Blairhall Parent Council is set up to do, ‘it’s purpose’:**

* To collaborate with the school to create an inclusive environment for all parents and pupils.
* To foster a partnership between the school, its pupils and all its parents.
* To develop and participate in activities that support the education and welfare of 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.
* To co-operate with the local community and engage in community projects contributing towards the improvement of the school experience for the pupils.
* To initiate and support fundraising activities and events for the parent council fund with the purpose of providing financial support to support school improvements.
* To address specific issues affecting the school.

1. The Parent Council membership will comprise of a minimum of three parents of children attending the school. These three members will be the chairperson, the secretary and the treasurer. These roles of the Parent Council will be selected for a period of 1 year after which they may put themselves forward for re-selection at the Annual General Meeting (AGM) if they wish. All parents of children attending Blairhall Primary School will automatically be part of the Parent Forum and as such can put themselves forward for membership to the Parent Council.
2. The Parent Council will meet at least twice in every school term, and will hold an AGM at least once a year (End of the school year). All members of the Parent Council and the Parent Forum are eligible to attend. In addition the school head teacher and/or his or her representative along with a local councillor will also be eligible and invited to attend. The Parent Council may invite additional individuals to attend any given meeting to address a specific subject but must inform the Parent Forum of their intention to do so prior to any meeting taking place.
3. An agenda will be circulated to all eligible parties prior to any meeting held by the Parent Council, and a copy of the minutes from each meeting will be circulated to the Parent Forum, members of the Parent Council, and to all teachers at the school. Paper copies will be available from the school office on request.
4. The separate roles of Chairperson, Secretary, and Treasurer of the Parent Council will be appointed by the Parent Council members immediately following its formation. The individuals selected will continue in their role for a period of 1 year after which they may put themselves forward for re-selection if they wish at the AGM. All parents of children attending Blairhall Primary School are eligible to put themselves forward for election for any of the roles and/or for election to the Parent Council in general. In the event of two people putting themselves forward for a particular role, a vote will take place in which anyone attending the AGM can vote. Each person attending has only one vote, if more than one family member for a given child is present only one vote for that family will count to ensure impartiality and balanced opinions and agendas are brought forward. In the event of a tie the departing chairperson will have the casting vote. Any role holder who ceases to have a child who is a pupil Blairhall Primary School should inform the Parent Council immediately and a new role holder should be appointed as soon as is practical. All existing role holders will be considered to be in post until after the conclusion of the AGM and must assist in the transition from one role holder to another for a reasonable length of time thereafter to ensure the continued smooth running of the Parent Council.
5. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds, all accounts will have two designated signatories. The Treasurer will keep an accurate record of all income and expenditure and provide a summary for each Parent Council meeting. The Parent Council accounts will be audited once a year by an auditor appointed by the Parent Council, the Treasurer will provide a summary of the audited accounts for each year to the AGM.
6. The Parent Council may co-opt individuals to assist in carrying out its functions from the Parent Forum, however this must be overseen by a member of the Parent Council.
7. The Parent Council is accountable to the Parent Forum for Blairhall Primary School and will make a report to the Parent Forum at least once a year on its activities on behalf of all parents. The medium through which these activities are reported (for example, school newsletter, website etc) will be determined by the Parent Council.
8. If 15% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent council’s remit, the Parent Council will arrange this. The Parent Council will give the Parent Forum at least 2 weeks’ notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed.
9. Should a vote be necessary to make a decision in any given meeting, each Parent Council member and Parent Forum member at that meeting will have one vote, if more than one family member for a given child is present only one vote for that family will count to ensure impartiality and balanced opinions and agendas are brought forward, in the event of a tie the chairperson will have the casting vote. (as per note 6 for procedure at AGM). Any two Parent Council members can request that an additional meeting be held, and all members of the Parent Council and Parent Forum will be given at least one week’s notice of the date, time and place of that meeting.
10. 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 will be terminated if the majority of the Parent Council members agree. Termination of membership will be confirmed in writing to the member by the Chair.
11. The Parent Council may change its constitution but only after this has been discussed at a Parent Council meeting, and with a representative from the school, the Parent Council members and Parent Forum members will have the final say on any changes. Members of the Parent Forum and representatives from the school will be sent a copy of any proposed amendment/s and given reasonable time to respond to the proposal, any comments or counter proposals will be discussed at the following Parent Council meeting, in the event of dispute a vote will be held on the proposals and/or counter proposals in which any member of the Parent Council and/or parent Forum present at the meeting can have one vote, if more than one family member for a given child is present only one vote for that family will count to ensure impartialility and balanced opinions and agendas are brought forward, in the event of a tie the chair will have the casting vote. A copy of any agreed amendments will be sent out to all members of the Parent Council, Parent Forum, and the school after their approval. Paper copies will be available from the school office on request.
12. The Parent Council may raise funds by fundraising, they can receive gifts, grants, apply for funds from various sources like The Lottery but under no circumstances will the parent council borrow money by taking loans or borrow money by any other means.
13. In the event that there are not enough Parent Council members to run the Parent Council, it will be the responsibility of the existing and/or outgoing role members to dissolve the Parent Council. Initially the role members must inform the members of the Parent Forum and the school that this is the case and give at least one month’s grace period in which they can invite any eligible members of the Parent Forum to put themselves forward as role holders to continue the work of the Parent Council. In the event of no-one coming forward the existing and/or outgoing role holders must ensure that the Parent Council has no outstanding bills, the role holders must also ensure that any and all bank accounts held by the Parent Council are closed in an appropriate manner, with any remaining funds being passed on to Blairhall Primary School. A final report document must be sent out to all members of the Parent Forum and to the school detailing all the steps taken by the role holders to ensure to proper dissolution of the Parent Council.

**Definitions**

**Parent Forum member** – any parent/s who has/have a child/ren attending Blairhall Primary School is automatically considered to be a member of the Parent Forum. All Parent Forum members are entitled to attend any Parent Council meeting/s.

**Parent Council member -** any parent/s who has/have a child/ren attending Blairhall Primary School is eligible to put themselves forward for election to the Parent Council, this may be as a Role Holder or an Ordinary member. All ordinary members must attend at least 75% of all Parent Council meetings in a given year and are required to apply for re-election at the AGM, any Ordinary member who fails to attend the required amount of Parent Council meetings or does not put themselves forward for re-election at the AGM will automatically be considered as having reverted back to being a member of the Parent Forum.

**Role Holder**  - only the Chairperson, Secretary, and Treasurer are considered to be Role Holder posts, any parent/s who has/have a child/ren attending Blairhall Primary School is/are eligible to put themselves forward for election at the AGM, only one parent from each family can hold a Role Holder post at any given time to ensure impartiality and balanced opinions and agendas are brought forward by the Parent Council. If it is deemed that additional Role Holder post/s are required this must be discussed and agreed upon at the AGM and requires a vote to ratify the post/s, each person attending the AGM has only one vote, if more than one family member for a given child is present only one vote for that family will count to ensure impartiality.