

Buckhaven Primary School Constitution

1 Objectives of the Parent Council

The Objectives of the Parent Council are:

- To promote already existing partnerships between the school, its pupils and all its parents/carers.
- To work together in partnership with the school in terms of education priorities.
- To engage in activities which support the education and welfare of pupils attending the school.
- To support fund raising activities.

2 Membership

The membership consists of parents/carers of children attending Buckhaven Primary School and school staff in accordance with the selection process.

The parent council membership will comprise a minimum of 4 parents/carers of children attending the school. A maximum size of the Parent Council is 15 but subject to change by the Parent Council.

3 Selection

The Office Bearers will be Chairperson, Depute Chairperson, Secretary, Treasurer and such others as may be required. Members of the Parent Council shall be appointed at the AGM (Annual General Meeting). They shall be elected for a one year term and may put themselves forward for re-selection if they wish.

All the parents/carers of children at the school will be invited to put themselves forward to join the Parent Council, and will be given 2 weeks prior notice of the AGM to volunteer. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by either a ballot reflecting balance of pupil's stages or by an anonymous draw conducted by an individual out with the Parent Council. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group(s).

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 Parent Council members agree. Termination of membership would be confirmed in writing to the member by the Chair.

4 Co-opted Members

The Parent Council may co-opt individuals to assist it with carrying out its functions. The number of parent members on the Parent Council must always be greater than the number of co-opted members. The Headteacher and at least one other school staff member will be invited to participate in Parent Council Meetings. In addition the Parent Council will extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.

5 Meetings

Members of the Parent Council will meet at least once in every school term.

Members of the Parent Council can request that an additional meeting be held on a flexible basis according to any presenting issues. All members of the Parent Council will be given notice of date, time and place of meeting (e.g. to organise events).

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.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and circulate a copy to all members. Copies of the minutes of all meetings will be available to all parents/carers of children at Buckhaven Primary School and to all teachers at the school. Copies are available from the school office or alternatively can be read on the school website.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

An Annual General Meeting (AGM) of the Parent Forum will be held usually in February when members of the Parent Council shall be appointed. The meeting will include a report on the work of the Parent Council and its sub-group(s).

6 Finance

The funds of the Parent Council shall be held in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members. (The individual does not have to be a qualified accountant, just someone comfortable working with figures and whom everyone trusts).

Buckhaven Primary School shall be responsible for ensuring that all monies are used in accordance with the aims and objectives of the Parent Council.

Should the Parent Council cease to exist, any remaining funds will be used for the benefit of Buckhaven Primary School.

7 Changes to 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. A copy of the revised constitution must be sent to Buckhaven Primary School along with Parent Council Members.