

CERES PRIMARY SCHOOL
PARENT COUNCIL CONSTITUTION

(Based on the model provided by 'Connect', the Scottish Parent teacher Council
Company, Scottish Charity SC019168)

Please note the term parents refers to parents, guardians and carers of pupils at the school and nursery.

NAME: CERES PRIMARY SCHOOL PARENT COUNCIL

OBJECTIVES:

- a) to promote close co-operation and communication between parents, pupils and school staff
- b) to promote equality and fairness
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- d) to develop and engage in activities (including fundraising) which support and advance the education of pupils attending the school

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the objectives but remembering that they are there to represent the views of the wider parent community.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in October each year. The notice calling the meeting shall be sent to the Parent Council at least two weeks in advance.

The business shall include: -

- a) the work of the Parent Council
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Council
- e) election of members to serve on the Parent Council

At all general meetings, voting shall be on the basis of one vote per parent present at the meeting. The Parent Council shall have power to call an Extraordinary General Meeting and shall give notice of 1 week.

If 25% of the school roll request a special general meeting to discuss issues falling within the Parent Council remit, the Parent Council shall arrange this. The Parent Council shall give parents at least two weeks' notice of the meeting and at the same time circulate notice of the matters to be discussed.

PARENT COUNCIL MEMBERSHIP

The Office Bearers of the Parent Council shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice-Chair, Secretary and Treasurer.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council.

Any parent of a child at the school can volunteer to be a member of the Parent Council. The parent member can remain a member for as long as they have a child at the school.

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 – one vote as a PC member and one vote as Chair. 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 shall make these available upon request to any member of the wider parent community.

The Parent Council can decide to invite locally elected politicians to attend meetings as well as non-members with particular expertise. The Parent Council may co-opt non-members onto the Parent Council for a period of up to 2 years. The number of parent members on the Parent Council must always be greater than the number of co-opted members.

If a parent attending Parent Council acts in a way that is deemed to undermine the objectives of the Parent Council, they will not be allowed to take part in future meetings, and this shall be confirmed in writing. They will be able to appeal this decision, but it must be made in writing within 5 working days of the receipt of confirmation and sent to the Headteacher or his/her representative.

MEETINGS

Meetings of the Parent Council shall be held at least once per term. At all meetings of the Parent Council, there should be a minimum of 7 parents.

All Parent Council meetings shall be open, and any member of the wider parent community may attend. The parent council shall report to parents on its activities at least once a year. The minutes from every meeting will be sent out by email from the school to all parents in the school community.

FINANCE

The funds of the Parent Council shall be lodged 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 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 Parent Council.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present. A draft of the proposed new constitution must be circulated to the Parent Council members at least one week in advance of the meeting.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.