

Constitution for Crossgates Primary School Parent Council (Updated September 2019)

1. This is the constitution for Crossgates Primary School Parent Council (PC).

The Council represents the interests of not only parents of children attending Crossgates Primary School but also guardians, carers and wider family members. For the purposes of the Constitution the term 'Parents' will be used to represent all parties.

The Parent Council is connected to but has separate office bearers from the Parent and Teachers Association (PTA). The PTA's main objective is to raise funds for the school.

2. The Objectives of the Parent Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents
2. To promote partnership between the school, its pupils and parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. 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.
5. To assist the PTA in its activities.

3. The membership will be a minimum of three parents of children attending the school. As a consequence of the size of Crossgates Primary School, there will be no maximum membership unless the number of members becomes prohibitive to the successful running of the Council.

To facilitate this change, an amended constitution would be required.

4. The Parent Council may co-opt members to assist with carrying out its functions.

The number of parent members must always be greater than co-opted members.

Co-opted members will be invited to serve for an appropriate period, after which the Parent Council will review and reconsider requirements for co-opted membership.

5. The Chair, Vice and Secretary of the Parent Council will be agreed by members immediately following its formation.

Office bearers will be re-selected by the Council on an annual basis.

Office positions will be held by a parent of a child attending Crossgates Primary School. If the child ceases to be a pupil, a new Office bearer will be agreed at the next meeting.

6. The Parent Council is accountable to the Parent Forum for Crossgates Primary School and will make a report to it annually on behalf of all the parents.

If a number of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks notice of the meeting and, at the same time, circulate notice of the matter(s) to be discussed at the meeting.

7. The Annual Meeting will be held at the first meeting after Aug of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least one week in advance. The meeting will include:

1. A report on the work of the Parent Council and its committee(s) will be submitted by the Chair
2. Selection of the new Parent Council and Office Bearers
3. Discussion of issues that members of the Parent Forum may wish to raise

8. The Parent Council shall meet every 8 weeks (excluding school holidays)

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the chair having a casting vote in the event of a tie.

Any two members of the Parent Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of the date, time and place of the meeting.

If a Parent Council member acts in a manner that is considered by other members to undermine the objectives of the Council, their membership may be terminated if the majority of parent members agree. Termination of membership would be confirmed to the individual concerned in writing.

9. Copies of the minutes of all meetings will be made available to all parents of children at Crossgates Primary School and teachers at the school. Copies will

be made available from the Secretary of the Parent Council, from the school office and accessible via the school website.

10. Meetings of the Parent Council shall be open to the public, unless the Council is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, it may be the case that only members of the Council and the headteacher, or his / her representative, can attend.

Although decisions reached at Parent Council meetings are normally made public through the minutes, common courtesy should prevail and the discussions on which decisions are based should be regarded as confidential.

11. The Parent Council may open a bank or building society account in the name of the Parent Council for all Parent Council funds. If this is done, withdrawals will require the signature of Treasurer and one other Council member.

As Crossgates Primary also has a PTA, which has a separate account, this may not be necessary.

The Parent Council may be granted a small amount of funds to assist with administration tasks.

The Parent Council shall be responsible for ensuring that all Council monies are used in accordance with the Council objectives.

12. The Parent Council may change its constitution after obtaining consent from members of the Parent Council. Members of the Parent Council will be made aware of any proposed amendment and given reasonable time to respond to the proposal.
13. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school(s) where Councils continue.

Gillian McCaughie
Crossgates Primary School Parent Council Chair
Reviewed / Agreed Tisha Sutherland