



## CONSTITUTION

for Freuchie Primary School Parent Council

### Aims:

- a) to promote close co-operation and communication between parents and teachers
- 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 engage in activities 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 aims but remembering that they are there to represent the views of the Parent Forum.

### Number of Members:

The membership consists of 6-16 parents/carers of children attending Freuchie Primary School as selected by the Parent forum.

### General Meetings:

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum 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 Forum
- e) election of members to serve on the Parent Council

At all general meetings, voting shall be based on one vote per parent/full Parent Council member present at the meeting.

At all general meetings the quorum shall consist of 3 parents.

The Parent Council or 3 of the Parent Forum shall have power to call an Extraordinary General Meeting.

### Parent Council Membership

Members 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, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

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

The Parent Council may co-opt up to 2 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

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/PC clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum. Managing the parent council social media & email accounts and writing and sending the meeting agendas.

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.

If a member acts in a way that is not within the aims/objectives of the Parent Council or brings the group into disrepute the Parent Council may meet confidentiality and vote to remove that person from the Parent Council, and notify them in writing.

### Meetings

Meetings of the Parent Council shall be held as required, usually the first Tuesday of each month except December, July and August) at 7pm at a venue agreed by the chair. At all meetings of the Parent Council 3 attendees shall form a quorum.

A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

### 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 two weeks before the AGM and the accounts shall be reviewed by an independent individual.

The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the Parent Council and whom everyone trusts.

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

### 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.

### Office Bearers

In the event that no chair or secretary is elected at the AGM, the Parent council can continue to function with rolling chairs/secretaries who would lead and minute the meeting on a rota basis. If this approach was to be adopted all Parent Council members would take their turn. Without a treasurer the Parent council bank account would be closed.

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