

Kettle Primary School Parent Council Constitution

1. Kettle Parent Council

**The Parent Council****shall be known as the Kettle Parent Council (often simply referred to as the PC)**

2. Aims

1. **Promoting close co-operation and communication between parents and school staff**
2. **Promoting equality and fairness**
3. **The study and discussion of matters of mutual interest relating to the education and welfare of pupils**
4. **Engaging in activities which support and advance the education of pupils attending the school**

3, 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.**

4, Membership

**The membership of the Parent Council****consists of parents/carers of children attending *Kettle Primary School* as selected by the Parent Forum.**

**There is no maximum number for membership but there must be a minimum of 5 members for the council to exist.**

5, General Meetings

**The Annual General Meeting (AGM) shall be held in April****each year. The notice calling the meeting shall be sent to the Parent Forum****at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.**

**The business shall include:-**

1. **the work of the Parent Council****(often as reports from the Chair and the Treasurer)**
2. **approval of the accounts**
3. **appointment of an individual who will review the annual accounts**
4. **any resolutions submitted by the Parent Forum**
5. **Appointment of members to serve as office bearers on the Parent Council**

**At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.**

**At all general meetings, the quorum shall consist of 3. This number is attendees not including the office bearers or Head Teacher**

**The Parent Council or of the Parent Forum shall have power to call an Extraordinary General Meeting. 20% of the parent forum required. For Kettle Primary School that is a minimum of 20 parents / carers.**

6. 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 at the AGM.**

*Although there is no requirement to have office bearers, there are clear tasks that must be done. If they stand down during the year, replacements can be co-opted to the office bearer role.*

**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. If the Headteacher is unable to attend he or she may send a representative. The meeting can still go ahead if neither the Headteacher nor a representative can attend.*

**The Parent Council****may co-opt up to** 3 **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. Co-opted members do not have a vote.**

*Co-opted members can be anyone the Parent Council or PTA/PSA feels would benefit its workings, such as parents whose children have now left the school or local community members.*

**Each parent/carer 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 Parent Forum.**

**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 Parent Council member behaves in a way that is disruptive or disrespectful manner during a meeting the Chair can ask them to leave the council.**

7. Ordinary Meetings

**Meetings of the Parent Council shall be held as required. Meetings may take place virtually (eg online) and/or in person.  Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.**

**At all meetings of the Parent Council 2** **shall form a quorum. This quorum again does not include the office bearers or Head teacher.**

**All Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.**

8. 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. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.**

**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 Forum. The Treasurer should report on finances at every meeting.**

*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 who is ‘independent’ from the PC.*

**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.**

*‘Aims of the Parent Council’ include ‘supporting and advancing the education of the pupils’, eg buying computers etc.*  It is good practice to consult the Parent Forum, the staff and pupils over large items of expenditure. Fundraising should not be used for core educational provision.

9. 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 all parents/carers present.**

10. Dissolution

***In the event that the Parent Council ceases to exist, any remaining funds pass to Kettle Primary School.***

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