

Constitution of the Parent Council of Lawhead School, St Andrews

Approved Monday 25th January 2021

1. Name

This is the constitution for Lawhead Parent Council (the Council).

2. Aims

- To promote close co-operation and communication between parents and school staff
- To create a welcoming and inclusive school
- To develop and engage in activities which support and improve the education and welfare of the pupils
- 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.

3. Powers

The 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 will be a minimum of 3 parents/carers of children attending the school. The aim is to have a Council comprising of 8-12 parents/carers drawn from as many stages within the school as possible.

Any parent/carer of a child at school may volunteer to be a member of the Council. If a vacancy on the Council occurs for any reason during the academic year the Council may approach a parent/carer, always with the aim of ensuring that the above membership criteria are fulfilled. The members of the Council will be expected to serve for a period of 2 years. At the end of two years, members will be eligible for re-election.

The Council can co-opt members to assist it in fulfilling its functions. Those co-opted could include a member of the school's staff and one or two members of the school's wider community (non parent/carer/teacher). Co-opted members will be invited to serve for a period of 1 year after which time the Council will review and consider a further year's membership.

It is hoped that the staff member would preferably be a member of the teaching staff and would provide insight into the classrooms of the school and act as a liaison to the remainder of the teaching staff in the school.

The community member(s) would ideally be someone with a connection to the school who can bring particular knowledge and/or experience to assist the council in achieving their aims.

All co-opted members are invited to attend all formal council meetings.

Local elected councillors will also be invited to attend meetings of the Council.

5. Office Bearers

The Chair, Vice Chair, Treasurer and Secretary of the Council will be agreed by the Council member immediately following its formation. The Council will be chaired by a parent/carer of a child attending Lawhead School, St Andrews. If the child ceases to be a pupil, a new chair will be agreed at the next meeting. If office bearers cannot be secured, these roles will be taken on in rotation with agreement of all current members.

6. Reporting and Special General Meeting

The Council is accountable to the Parent Forum for Lawhead School and will report to it at least once a year on its activities on behalf of all the parents. (The Parent Forum comprises all parents, carers and/or guardians of pupils at the school.) If ten percent of the Parent Forum request a Special General Meeting to discuss issues falling within the Council's remit, the Council shall arrange such a meeting. The Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.

7. Annual Meeting

The Annual meeting of the Council will be held in June of each year. A notice of the meeting including date, time and place will be sent to all the members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- A report on the work of the Council
- A treasurer report
- Notifications of the membership during the year
- Nominations for new membership

8. Conduct of Meetings of the Council

The Council will meet at least 4 times in every year. The Parent Forum is to be notified a minimum of 2 weeks in advance of agreed meeting date, time and place. For a meeting to be quorate, normally 3 parents/carer members of the Council shall require to be in attendance.

Should a vote be necessary to make a decision, all Parent Members of the Parent Council will each have one vote, with the Chair having a casting vote in the event of a tie.

Any 2 members of the Council can request that an additional meeting be held, and all members of the Council will be given at least 1 weeks notice of date, time and place of the meeting.

If a Council member acts in a way that is considered by other members to undermine the objectives/aims of the Council, his or her membership of the Council shall be terminated if the majority of the parent/carer members agrees. Termination of membership will be confirmed in writing to the member. Members behaviour should be in line with the current Connect Code of Conduct.

9. Copies of minutes

Copies of the minutes of all meetings will be available to all parents/carers if children at Lawhead School and to all teachers at the school. Copies will be made available from the Secretary of the Council and published on the Parent Council Facebook page and school website and app.

10. Public access to Council Meetings

Meetings of the 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, only members of the Council including the head teacher, or his or her representative, can attend.

11. 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 (N.B. bank account currently named Lawhead PTA). 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, where possible, at the previous AGM by the Parent Forum. *(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.

The Parent Council should decide how the money they have raised is spent. A report should be made to the Parent Forum at the AGM of what's been bought.

12. Change of Constitution

The 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.

13. Council Ceasing to Exist

Should the Council cease to exist; any remaining funds will be passed to the Education Authority to be used for the benefit of the school.