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1. Name

The Parent Council shall be known as the Sinclairtown Parent Council (often referred to as the Friends of Sinclairtown Parent Council)

2. Aims

- 1.To strengthen the partnership between Families, Staff, Pupils and the Community.**
- 2. By working together, we seek to enhance educational opportunities, celebrate achievements and help ensure Sinclairtown Primary is a nurturing, safe and inspiring place for all children to thrive.**
- 3. We aim to create an inclusive and welcoming environment where families feel valued, voices are heard, and positive contributions are encouraged.**

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. Activities will require support from School officials (Headteacher / Deputy Headteacher).

4, Membership

The membership of the Parent Council consists of parents/carers/ guardians / extended families of children attending Sinclairtown Primary School.

5, General Meetings

The Annual General Meeting (AGM) shall be held in the first term of the academic year 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:-

- a) the work of the Parent Council (often as reports from the Chair and the Treasurer)
- b) approval of the accounts
- c) an update from the school regarding the proposed curriculum and activities
- d) any resolutions submitted by the Parent Forum
- e) *appointment* of members to serve 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.

The Parent Council or (*any number*) of the Parent Forum shall have power to call an Extraordinary General Meeting. This will need approval from the PC Committee and School

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 (and Vice), 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

The Parent Council may co-opt up to 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.

Each parent/carer / guardian / extended family 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

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 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 3 shall form a quorum, with attendance from at least the Chair or a Vice Chair

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. Electronic banking, transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people (usually Chair, Secretary and Headteacher)

The bank account is held by the School and access to it requires authorization from school officials

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 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.

9. PVG

PVG (Disclosure Scotland) is required for all regulated roles of the Parent Council. Further information can be found [here](#). The Chair is responsible for ensuring compliance with this legislation.

10. 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.

11. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to the school – requires unanimous agreement to do so

Policies

1. Complaints Policy
2. Secure Handling Policy