



St Margaret's RC Primary School Parent Council Constitution 6th February 2024



1. Name

The Parent Council shall be known as St Margaret's R.C Primary School, Dunfermline Parent and Carers Council (PACC)

2. Aims

The PACC shall promote and support the school values of Faith, Fairness and Achievement by

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) Supporting the school and pupils in their faith journeys
- d) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- e) Engaging in activities which support and advance the education of pupils attending the school

3. Powers

The PACC for St Margaret's R.C Primary School, Dunfermline 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 parents/carers of pupils at the school.

4. Membership

The membership of the PACC consists of parents/carers of children attending St Margaret's R.C Primary School as selected by the parents/carers or who volunteer by contacting the PACC Chairperson, Head Teacher or other member of staff.

5. General Meetings

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the parents and carers 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 PACC (often as reports from the Chair and the Treasurer)
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the parents/carers
- e) election of members to serve on the PACC

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 parent members.

6. PACC Membership

Office bearers 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, Vice Chair and Fundraising Coordinators and such others as may be required. The office bearers will be elected by the Parent and Carers Council at the first meeting after the AGM or at an Extraordinary General Meeting

The Head teacher, and his/her deputy or representative has a right and a duty to attend meetings of the PACC. All members of school staff are eligible to attend at the invitation of the Head teacher with agreement of the Chairperson

The PACC shall invite a representative from the two Catholic parishes serving St Margaret's R.C Primary School, Dunfermline to nominate a representative to be co-opted onto the Parent Council.

The PACC may co-opt representatives 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 office bearer of the PACC 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 parents/carers.

An office bearer of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

7. Ordinary Meetings

Meetings of the PACC shall be held as required. Meetings may take place virtually (eg online) and/or in person.

At all meetings of the PACC 3 office bearers shall form a quorum.

All PACC ordinary meetings shall be open to parents/carers at the school although they will not have voting rights.

8. Finance

The funds of the PACC shall be lodged in a bank, building society or other account in the name of the PACC. Cheques shall be drawn, or withdrawals made against an signature of one of the PACC approved signatories. Invoices and expenses repayments should be signed off by one of the PC approved signatories.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PACC. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an independent individual. The Treasurer should report on finances at every meeting.

The PACC shall be responsible for ensuring that all property/money received by/for the Council shall be applied for the aims of the PACC.

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 and Carer Council ceases to exist, any remaining funds pass to St Margaret's R.C Primary School, Dunfermline.

FAITH FAIRNESS ACHIEVEMENT