#  Hillington Primary

**Constitution for Parent Council**

1. This is the constitution for Hillington Primary School Parent Council
2. The objectives of the Parent Council are:

# To work in partnership with the school to create a welcoming school which is inclusive for all parents

# To promote partnership between the school, its pupils and all its parents

# To develop and engage in activities which support the education and welfare of the pupils

# To identify and represent the views of parents of the education provided by the school and other matters affecting the education and welfare of the pupils

# The membership will be a minimum of four parents of children attending Hillington Primary School. The maximum size is twenty.

# The Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if the wish.

#  Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, lot will select members. Anyone not selected to be a member of the Parent Council would be placed on a reserve list, to fill any vacancies, which may arise during the year.

#  If possible, the Parent Council members should represent a range of stages throughout the school.

1. The Parent Council may co-opt up to five people to assist it with carrying out its functions

 Three quarters of the Parent Council will be made up of Parent Forum members and one quarter of the membership will be reserved for other co-opted members including church representative, community representative, teaching and support staff in the school.

 The number of parent members on the Parent Council must always be greater than co-opted members.

 Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.

1. Immediately following its formation, the Parent Council members will agree the Chair, Vice-chair and Treasurer of the Council.

 Office bearers will be re-selected by the Parent Council on an annual basis at the annual meeting of the Parent Forum.

 The Parent Council will appoint a paid Clerk to provide administrative support and help the Treasurer to look after the Parent Council's financial accounts.

 A parent of a child attending Hillington Primary School will chair the Parent Council. If the child ceases to be a pupil, the Vice-chair will take over the role of Chair until a new Chair is appointed at the annual meeting.

1. The Parent Council is accountable to the Parent Forum for Hillington Primary School and will make a report to it at least once each year on its activities on behalf of all the parents

If fifty members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks’ notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

 8. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum. The meeting will include:-

* A report on the work of the Parent Council
* Selection of the new Parent Council
* Approval of the accounts

9. The Parent Council will meet at least once in every term, but usually once a month.

 Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

 Any two members of the Parent Council can request that an additional meeting be held and all members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting.

 If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

 If a Parent Council Member has not attended four consecutive meetings without notifying the Parent Council Clerk they shall be deemed to have resigned from the Parent Council. A letter will be sent notifying them of their removal fro0m the mailing list.

 10. Copies of the minutes of all meeting will be available to all parents of children at Hillington Primary School and to all teachers at the school. Copies will be available from the Clerk to the Parent Council and from the school office.

 11. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the head teacher, or his/her representative, can attend.

 12. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and an office-bearer of the Parent Council or the Clerk to the Parent Council.

 The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor, who should be someone who is used to working with figures but independent of the Parent Council.

 13. The Parent 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 amendments and given reasonable time to respond to the proposal.

 14. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.

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