

St Albert's Parent Council

Welcome to the home of your school Parent Council.

Welcome to our new parents of the St Albert's community, as we enter a new school year.

The Scottish Schools (Parental Involvement) Act 2006 attempts to encourage more parents and carers to participate in the life of the school, than do at present.

The main aims of the Act are to:

- Help parents become more involved with their child's education and learning
- Welcome parents as active participants in the life of the school
- Provide easier ways for parents to express their views and wishes.

ST. ALBERT'S PRIMARY - PARENT COUNCIL CONSTITUTION (2024)

1. This is the constitution for St Albert's Primary School Parent Council.

2. The objectives of the Parent Council are:-

* To work in partnership with the school to create a welcoming school that is inclusive for all parents and carers.

*To promote partnership between the school, its pupils, its parents and carers, the Roman Catholic Church, and the wider community.

* To develop and engage in activities that support the education and welfare of the pupils.

* To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of pupils.

3. The committee membership size of the Council will be a minimum of 3 parents or carers of children attending the school and a maximum of 12 parents. Where possible, the membership will reflect and represent the different stages of the school, i.e. members should comprise those with children attending the lower and the upper schools respectively. The quorum for Council meetings will be 4 parent members.

4. The Parent Council committee membership will run for a period of two years, after which members may put themselves forward for re-election. Any parent or carer of a child at St Albert's Primary can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places stated in clause 3 above, members will be selected by a majority vote of existing members. Anyone not selected will still be welcome to attend meetings, however, they will not have any decision-making powers in the operational activities of the Parent Council. The Parent Council can arrange for the establishment of sub-groups to act and to make recommendations on distinct matters, but always subject to the final approval of the full Parent Council.

5. A) The Parent Council may co-opt one church representative, one community representative and one school representative.

B) The Parent Council may invite up to 5 co-opted members to assist with carrying out its work, however, co-opted members should not outnumber full Council members. Invited members will

have their position reviewed by the committee on an annual basis and can be drawn from any source deemed appropriate by the Parent Council including, but not limited to:-

(i) Teaching and Support staff in the school.

(ii) Members of the wider local community and people with specific expertise that the Parent Council considers to be of value in its work.

The Head Teacher of St Albert's Primary School, or his or her appointed representative, has a right and duty to attend all meetings of the Parent Council.

6. Office bearers such as chairperson, vice-chairperson, secretary or treasurer, will be appointed by the Council members immediately following its formation. The Council is free to pay for the services of a Clerk to the Council with funds provided by the Education Authority for that purpose and these funds shall be clearly shown in the accounts of the Council. The Parent Council will be chaired by a parent or carer of a child attending St Albert's Primary School. If the child ceases to be a pupil, a new Chair will be agreed upon at the next meeting of the Council.

7. The Parent Council is accountable to the Parent Forum of St Albert's Primary School. The Parent Forum is all parents and carers with a child attending St. Albert's Primary School. The Parent Council will report to the Forum at least once a year on its activities on behalf of all parents and carers at an Annual General Meeting (AGM). If 5% of members of the Parent Forum or any 2 Parent Council members request an Extraordinary General Meeting (EGM) to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least two weeks' notice of an AGM/EGM and shall at the same time circulate notice of the matter, or matters, to be discussed at the meeting.

8. The Annual General Meeting of the Parent Council will be in September each year. A notice of the meeting, including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:-

- A report on the work of the Parent Council and its committee(s).
- Selection of new parent members to fill any vacancies on the Council.
- Discussion of issues that the Parent Forum may wish to raise.
- Approval of the accounts and appointment of an auditor.

9. The Parent Council will meet a minimum of once every 6 weeks during school term time. Should a vote be necessary to make a decision, each parent or carer member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. 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 Council shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing to the member.

10. Copies of the minutes of all meetings of the Parent Council will be made available to all parents and carers of children and all members of staff at St Albert's Primary School. Copies will be available from the Clerk to the Parent Council and the school office. They will be posted on the school website.

11. Meetings of the Parent Council shall be open to the Parent Forum unless the Parent Council is discussing an issue that 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 or her representative, can attend.

12. The Treasurer of the Parent Council 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 one other Parent Council member. 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 General Meeting. The Parent Council accounts will be audited annually by a suitably qualified person. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council stated in clause 2 above.

13. The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Any proposed changes will be posted on the school noticeboard and website and the Parent Forum shall be given reasonable time to respond to the proposal.

14. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used towards the benefit of its pupils. Should St Albert's Primary School itself cease to exist, any remaining funds will be passed to the Education Authority.

Definitions

ADOPTED – January 2024