

## ***St Francis Primary School & Nursery Parent Council Constitution August 2023***

1. This is the constitution for St Francis Primary School & Nursery Parent Council.
2. The objectives of the Parent Council are to:
  - Support the work of the school,
  - Promote partnership between the school, parents, pupils, the Catholic Church and the wider community,
  - To identify and represent the views of parents on educational and other matters.

### **3. Membership**

The Parent Council shall have a minimum membership of 5 parents.

The maximum number of parent members shall be 12 members.

A quorum for Parent Council meetings will be 5 parents.

Any parent or guardian of a child at the school can volunteer to be a member of the parent council. They must attend one meeting before making an application to join.

Whilst both parents and guardians can be members of the parent council only 1 parent or guardian per family has a voting place.

If there are spaces available, then they will become a voting member of the parent council from their application being processed.

If the number of applications at one time exceeds the available places, see clause 5.

### **4. Co-opted Members**

The Parent Council may co-opt up to 5 additional members to assist with carrying out its work. 1 co-opted member must be a member of the Catholic Church or denominational body.

Co-opted members will be invited to serve for 1 year (except the member from the Catholic Church). Co-opted members can be drawn from any source deemed appropriate by the Parent Council including, but not limited to: -

- Teaching and support staff in the school
- The Catholic Church or denominational body
- Members of the wider local community and people with specific expertise that the Parent Council considers to be of value in its work.
- Up to 2 parents from local nurseries linked to the school.

The Head Teacher has a right and a duty to attend Parent Council meetings or to be represented.

## **5. Term**

The Parent Council members will be selected for a period of 2 years after which they may reapply.

In the event that the number of volunteers exceeds the number of places set out in the constitution, at the end of a volunteer's term, names will be 'drawn from the hat'. The names of parents not selected will be held in reserve for any vacancies which arise during the year.

Parents can request to join the Parent Council at any time providing there are places available.

The secretary will keep an accurate record of term of membership.

## **6. Subgroups**

The Parent Council may create sub-groups to deal with subjects that it considers important. These sub-groups may be permanent or time restricted as required.

- a) All sub-groups report to the Parent Council on their activities and ultimately be subjected to the Parent Council's authority.
- b) The membership of any sub-group will be a minimum of three members of the Parent Forum, with no maximum number. These sub-groups must include at least one member of the Parent Council and may include non-members of the Parent Forum co-opted with the approval of the Parent Council.
- c) The chair of the subgroup can be a non-member of the parent forum.

The sub-group will nominate a chairperson to co-ordinate events, manage decision making and report to the Parent Council.

All monies will be paid into the Parent Council Account.

## **7. Voting**

Members of the parent council must be present at the meeting to vote on any matters. For a decision to be carried there must be a majority from those in attendance.

All members have one vote with the Chairperson having the deciding vote in the event of a tie.

Co - opted members have a vote providing there is no conflict of interest.

The Head Teacher does not have a vote.

Office bearers will be voted on by members of the Parent Council.

## **8. Office Bearers**

The Chair, Secretary and Treasurer will be agreed by the Parent Council members during the AGM and take up the role immediately.

Office Bearers will be in position for a period of 2 years and can stand for re-election if they wish.

The Parent Council must be chaired by a parent. If their child ceases to be a pupil, a new chair will be agreed at the next meeting.

Where possible, all officer bearer roles should be held by parents. If any office bearers stand down prior to the AGM new role bearers will be elected at the next meeting and stand for the remainder of the 2-year term.

Office bearers will be decided using a closed vote where more than one person is interested in the role.

## **9. AGM, Meetings and Minutes**

The Annual General Meeting of the Parent Council will be in May or June 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
- The selection of new parent members to fill any vacancies on the Parent Council
- The discussion of issues that the Parent Forum may wish to raise.
- The approval of the accounts of the Parent Council

The Parent Council will meet at least once every school term.

Copies of the minutes of all meetings of the Parent Council will be provided for the Parent Forum electronically on the school website, by email or in paper format on request.

Meetings of the Parent Council shall be open to the public. Should the Parent Council be discussing an issue, which it considers confidential, the meeting will only be open to members of the Parent Council and the Head Teacher, or their representatives. Only voting members of the Parent Council can vote on any decisions.

## **10. Special Meetings and EGM**

If 25 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council remit, the Parent Council shall arrange this. The Parent Council will give all parents at least 2 weeks' notice of the meeting and at the same time, circulate notice of the matter to be discussed.

## **11. Conduct**

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 shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing to the member.

If any member fails to attend 3 consecutive meetings without explanation their voting membership will be terminated, and this will be confirmed in writing by the Parent Council.

## **12. Parent Council Funds**

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary at each Parent Council meeting and a full account at the AGM. Withdrawals will require the signature of the Treasurer and one other Office Bearer. The accounts will be audited annually prior to the AGM. The Parent Council will be responsible for ensuring that all funds are used to support the objectives of the Parent Council.

## **13. Changing the Constitution and Dissolution of the Parent Council**

The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any amendment and shall be given reasonable time to respond to the proposal.

Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of children.

### Glossary of Terms:

Parent - The term parent includes legal guardian and any person who has parental responsibilities in relation to, or has the care of, a pupil who attends St Francis Primary & Nursery School.

Parent Forum: All parents in the school.

Parent Council: A group that is selected to work on behalf of all parents.