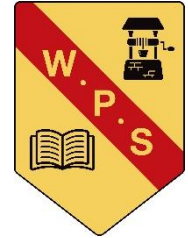


# Wallacewell Primary Council

## Constitution



The objectives of the Parent Council are to:

- Support the work of the school
- Promote partnership between the school, parents, pupils and the wider community
- Represent the views of parents on educational and other matters
- Maintain and enhance links with local early years establishments

The Parent Council shall have a minimum membership of 3 parents. The maximum number of parent members shall be 15. A quorum for Parent Council meetings will be 3 parents.

The Parent Council will be selected for a period of 2 years after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the number of places set out in the constitution, 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. Anyone joining out with the AGM will serve for the remainder of the 2-year term.

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. All sub-groups report to the Parent Council on their activities and ultimately be subjected to the Parent Council's authority. 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.

The Parent Council may co-opt up to 5 additional members to assist with carrying out its work. Co-opted members will be invited to serve for 1 year. 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
- 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 Headteacher has a right and a duty to attend Parent Council meetings or to be represented.

The Chair, Vice Chair, Secretary and Treasurer will be agreed by the Parent Council members immediately following its formation which will normally be at the first meeting held after the AGM. 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. Office bearers will be decided using a closed vote where more than one person is interested in the role. The Parent Council can decide to appoint a Clerk to provide administrative support using funds provided by the local authority.

The Annual General Meeting of the Parent Council 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 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 via the school website. The Parent Councils main method of communication with families year will be via the school website.

<https://blogs.glowscotland.org.uk/gc/wallacewellprimary/parent-council/>

<https://blogs.glowscotland.org.uk/gc/wallacewellprimary/category/parent-council-news/>

Communication with Families –The Parent Council will promote contact between all parents and the rest of the school community. The Parent Council will encourage families to get in touch with them to express their views and ideas. The Parent Council will endeavour to respond to emails within 5 working days. All pupil specific queries or concerns should be addressed directly with the school.

Parent Council email address - [wallacewellparentcouncil@glow.sch.uk](mailto:wallacewellparentcouncil@glow.sch.uk)

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

Conduct of the Parent Council -\_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.

Instances of inappropriate conduct will result in Parent Council membership being terminated. 'Inappropriate' conduct includes bringing the council into disrepute, disclosing confidential information, harassing or abusing others, bullying, making libellous statements, using racist, sexual, homophobic or other prejudicial language.

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

If 50 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.

Meetings of the Parent Council shall be open to the parent/carer forum. Other stakeholders, such as Local Councillors, Supermarket Community Champions may attend meetings by invitation only. 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.

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.

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.

Funds raised by the Parent Council will be spent in collaboration with the school for the benefit of the pupils at Wallacewell Primary. Should the Parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of the pupils at Wallacewell Primary.