



Riverbank Primary School & Nursery Class



Parent Council Constitution

1. Name

The name of the Parent Council shall be Riverbank Primary School & Nursery Parent Council.

2. Objectives

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.
- Promote collaborative working between parents, families and the school.
- Develop ways to actively engage parents to support children's education, the welfare of the pupils and improve outcomes.
- Identify and represent the views of parents on the education provided by the school and the matters affecting the education and welfare of pupils.
- Promote effective communication between the Parent Council, Parent Forum, school, pupils and the wider school community.

3. Membership and Quorum

The membership of the Parent Council shall comprise a minimum of four parents/carers of children attending the school/nursery and a maximum of fifteen members. At all times, a majority of Parent Council members must be members of the Parent Forum. A quorum of six members will be required for a meeting to proceed, provided that the Parent Council has six or more members. Where the Parent Council has fewer than six members, a minimum of four members will constitute a quorum.

4. Election and Selection of Members

The Parent Council will be elected or selected for a period of two years, after which they may stand for re-election or re-selection if they wish. Any parent or carer of a child attending the school/nursery may volunteer to become a member of the Parent Council. Where the number of volunteers exceeds the

number of places available, an election process will be used. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group(s) set up by the Parent Council.

5. Co-opted Members

The Parent Council may co-opt up to four additional members, within the maximum membership of fifteen, where their knowledge, skills or experience would benefit the work of the Parent Council. Co-opted members must not form a majority of the Parent Council and will not have voting rights.

6. Safeguarding and PVG

Although PVG Scheme membership is not a legal requirement solely by virtue of being a Parent Council member, the Parent Council has agreed that all Parent Council members will be PVG Scheme members. This is intended to support the safeguarding and wellbeing of children and young people and to provide reassurance to the school community.

All Parent Council members will be expected to maintain appropriate PVG Scheme membership for the duration of their membership of the Parent Council, in accordance with current Scottish legislation and guidance.

Where an individual is unable to obtain or maintain the required PVG Scheme membership, their Parent Council membership will be reviewed.

7. Office Bearers

The Parent Council shall appoint a Chair, Vice-Chair, Treasurer and Secretary. Office bearers will be selected annually by the Parent Council, normally at the Annual General Meeting. The Chair must be a member of the Parent Forum.

If the Chair is unable to attend a meeting or has a conflict of interest in relation to an item of business, the Vice-Chair will chair the meeting or relevant item. If neither the Chair nor Vice-Chair is available, the Parent Council will appoint another eligible member to chair the meeting.

8. Accountability to the Parent Forum

The Parent Council is accountable to the parent forum for Riverbank Primary School & Nursery Class and will report to it at least once every year about its activities on behalf of the parents. If eight members of the Parent Forum

request a special general meeting to discuss issues falling within the Parent 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.

The Parent Council will seek the views of the wider Parent Forum on matters where it considers wider parental input appropriate.

9. Conflict of Interest

Any member who has a personal, financial, family or other interest in a matter being considered by the Parent Council which could reasonably be perceived to affect their impartiality must declare that interest to the Chair. Where appropriate, the member will withdraw from discussion and voting on that matter. Where the Chair has a conflict of interest, the Vice-Chair, or another member agreed by the Parent Council, will chair that item of business.

The declaration and any decision regarding participation will be recorded in the minutes.

10. Annual General Meeting

The Annual General Meeting will be held in April/May each year. A notice of the meeting including the 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 any committees.
- Approval of accounts.
- Election or selection of Parent Council members, where appropriate.
- Discussion of issues that members of the parent forum may wish to raise.
- Election/appointment of office bearers.

11. Meetings and Decision-Making

The Parent Council will meet at least once every school term. Should a vote be necessary to make a decision, each Parent Council member who is a member of the Parent Forum will have one vote. Co-opted members will not have voting rights. The Chair will have a casting vote where there is a tie.

Any four 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.

12. Meeting Arrangements

Meetings may take place in person, online or by a combination of both, where agreed by the Parent Council. Members participating remotely will be entitled to participate in discussions and voting in the same way as members attending in person and will count towards the quorum. The method and location of each meeting will be communicated to members in advance.

13. Code of Conduct

Where a member's conduct is considered to seriously undermine the objectives or effective operation of the Parent Council, the matter may be considered by the Parent Council. The member will be given an opportunity to respond before a decision is made. Membership may be terminated where the required majority of eligible voting members agree. The member concerned will not participate in the discussion or vote concerning their membership. Any termination will be confirmed in writing.

14. Attendance

Members are expected to make every reasonable effort to attend Parent Council meetings and should aim to attend at least 70% of meetings held during a rolling 12 month period.

Where a member is unable to attend, they should provide apologies to the Secretary/Chair where reasonably possible.

Where a member's attendance falls below 70%, the Parent Council may review their continued membership. The member will be given an opportunity to explain any circumstances affecting their attendance before a decision is made.

Persistent non-attendance, particularly where no apologies or reasonable explanation are provided, may result in the member being deemed to have retired from the Parent Council. Any termination of membership will be confirmed in writing.

15. Agendas and Minutes

Copies of the agenda and approved minutes will be made available to members of the Parent Forum through appropriate communication channels, which may include the school office, Parent Council Secretary, school website, school app and Parent Council social media channels.

16. Open Meetings and Confidentiality

Meetings of the Parent Council will be open to the public. Where the Parent Council is discussing confidential or sensitive matters, the meeting may be closed to members of the public for that item. Only Parent Council members and the Head Teacher, or their representative, will normally attend confidential discussions. Minutes containing confidential or sensitive information will have an appropriately amended version made available which protects the confidentiality of individuals or matters discussed.

17. Head Teacher

The Head Teacher, or their representative, has the right and duty to attend Parent Council meetings and may participate in discussions but will not have voting rights.

18. Communication

The Parent Council will maintain appropriate communication channels, including a Parent Council email address where appropriate, to enable members of the Parent Forum to contact the Parent Council, raise matters for consideration and receive information about Parent Council activities.

The Parent Council will communicate its office bearers and appropriate contact details to the Parent Forum and will update these when required.

19. Financial Management

The treasurer will open a bank account or building society account in the name of the Parent Council for all Parent Council funds. All payments and withdrawals from the Parent Council accounts will require approval from two authorised members. No member may authorise or approve a payment to themselves. The treasurer will maintain accurate financial records and provide regular financial reports to the Parent Council. Annual accounts will be presented to the Parent Forum at the AGM. The Parent Council shall be responsible for ensuring that any expenditure is consistent with the objectives of the Parent Council and

where appropriate, authorised in accordance with decisions made by the Parent Council. The Parent Council will agree to an annual budget or spending plan where appropriate.

20. Pupil Voice

The Parent Council will seek opportunities to hear and consider the views of pupils on matters relevant to school life and parental involvement, where appropriate.

21. Dissolution

Should the Parent Council be dissolved, any remaining funds will be passed to the education authority to be used for the benefit of the school for as long as the school continues.

22. Amendments to the Constitution

The Parent Council may propose amendments to this constitution where required. Proposed amendments must be circulated to members of the Parent Forum, who will be given reasonable time to consider and respond. Any amendment must be approved in accordance with the requirements of the Scottish Schools (Parental Involvement) Act 2006. Following approval, the amended constitution will be provided to the Head Teacher and Education Authority and made available to the Parent Forum.

23. Review of the Constitution

The constitution will normally be reviewed at least every three years, or sooner where legislation, guidance or the circumstances of the Parent Council change.

This constitution was last reviewed in September 2026. The revised constitution was agreed by the Parent Council and was approved by the Parent Forum.