



Friends of Newmill School Constitution

1. Name

The official name will be Friends of Newmill School but will have a working title of Newmill Primary Parent Council.

2. Aims and Objectives

- **Aspire** - To meet our high expectations, we capture the unique and varied skills, interests, knowledge and experience that parents can offer. As we climb the tower of learning together with the school, we inspire opportunities for meaningful engagement to ensure families are feeling included, that they are participating, achieving and progressing.
- **Belong** - We work together to ensure all families feel welcomed, included and that there is a shared understanding of wellbeing and children's rights across our whole school community. We communicate regularly with families, to keep them informed and to hear their views.
- **Grow** - We support the school to empower all learners to be appropriately challenged and enjoy high quality learning experiences. We discuss the school's progress from a parental perspective to help them on the road to awesome, focusing on improvements in outcomes for all.
- **Support** - We work together to make and maintain a positive partnership between the families, school, and wider community. We ensure that all our families are encouraged to embrace the role they play in their child's learning and life of the school. We represent all families on issues that are important to them.

3. Powers

The Newmill Primary Parent Council shall have the power to do anything considered by them to be in furtherance of the aims and objectives but remembering that they are there to represent the views of its members.

4. Membership

- Membership to the Parent Council is open to all parents/guardians of children attending Newmill Parent Council.
- The Parent Council representing pupils at the school will be a maximum of 25 and a minimum of 5 to allow for good representation and productive meetings.
- If the number of parents/guardians volunteering for the Parent Council exceeds the places set out in the constitution, member's names will be randomly selected.
- If a member of the Parent Council behaves in a manner which undermines the aims and objectives of the Parent Council, their membership will be terminated if a majority vote is maintained. The individual will be notified in writing and records maintained.
- The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

5. Election of Office Bearers

- Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election if they so wish.
- Parents /guardians shall always form the majority of the Parent Council.
- The office bearers are Chairperson, Vice Chairperson, Secretary and Treasurer.
- The Chairperson must be a parent/guardian of a child attending Newmill Primary School
- The Parent Council may co-opt any other member to fill a vacancy at the AGM or occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

6. Annual General Meeting (AGM)

- The AGM shall be held in September of each year.
- The notice calling the meeting shall be sent to the parents/guardians of Newmill Primary School at least one month in advance.
- Voting shall be on the basis of one vote per parent/guardian present at the meeting.
- The quorum for the AGM is 7.
- Annual reports from the Chairperson and the Treasurer will be reported in the minutes of the meeting.
- 5 members of the Parent Council have the power to call an Extraordinary General Meeting (EGM). A request must be made in writing to the Chairperson. A minimum of two weeks' notice must be allowed to circulate information to all members regarding the meeting and matter/matters to be discussed.

7. Meetings

- Meetings of the Parent Council shall be held as required.
- All Parent Council meetings are open to any parent/guardian of a child at Newmill Primary, to attend
- Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have a casting vote, used only in the event of a tie.
- Any two members of the Parent Council can request that an additional meeting be held with all members given one week's notice of the date, time and location of the meeting.
- The Secretary shall be responsible for keeping accurate minutes of all meetings and will make these available to all parents/guardians at Newmill Primary School along with a copy for the school office.
- In the event that the school is closed, or social restrictions are in place for a long period of time, i.e., more than a term, then virtual meetings will be held on a suitable online platform.

8. Finance

- The funds of the Parent Council will be lodged in a bank or building society in the name of 'Friends of Newmill Primary'.
- Cheques shall be drawn, or withdrawals made against the signatures of two named Parent Council members.
- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council.
- The accounts shall be brought to balance prior to the AGM and be reviewed by an appropriate financial minded individual as agreed at a meeting of the Parent Council. The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the Parent Council and whom everyone trusts.
- The Parent Council will be responsible for ensuring that all money received will be applied for the aims of the Parent Council.
- Parent Council bank or building society account is to be registered to the address of the school.

9. Changes to the Constitution

- Any changes or additions to the constitution must be presented at the AGM or an EGM called for the purpose.
- Members must be given an appropriate and agreed amount of time to respond to changes.
- The constitution will only be changed through agreement by a majority vote.

10. Dissolution

In the event that the Parent Council ceases to exist any remaining funds shall be passed to Newmill Primary School for the benefit of its pupils.

Signed Date:
Name Position: **Chairperson**

Signed Date:

Name Position: **Secretary**