

## **NORTH AYRSHIRE COUNCIL: EDUCATIONAL SERVICES**

**Name of School: Beith Primary School**

### **Parent Council and Parent Forum Constitution**

1. This is the constitution for Beith Primary School Parent Council and Parent Forum. Throughout the document, references to 'parents' also refer to carers.
2. The objectives of the Parent Council are:
  - To work in partnership with staff to create a welcoming school which is inclusive for all parents.
  - To promote partnership between the school, its pupils and all its parents.
  - To develop and engage in activities which support the education and welfare of the pupils.
  - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils.
  - To be involved in the recruitment process for appointing the Head Teacher and Depute Head Teacher of the school.
3. The membership will be a minimum of 3 parents, each from a different family unit, and a maximum of 12 parents of children currently attending the school. The Parent Council may invite other persons to attend meetings in a non-voting capacity. The quorum for meetings of the Parent Council will be three voting members.
4. The Parent Council will be selected for an initial period of one year after which the Parent Forum may vary the period of office. Existing members of the Parent Council may put themselves forward for re-selection if they wish.
5. Any parent or carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot. The Parent Forum will choose the form of selection for future years.

The Parent Council will determine the frequency of its meetings but should meet at least once in every school term. Where the majority of the Parent Council request that an additional meeting be held, members of the Parent Council should be given at least two weeks' notice of date, time and place of the meeting.

6. The Chair, Secretary and Treasurer of the Parent Council will be agreed annually by the Parent Council members. An auditor will be appointed by the Annual Meeting of the Parent Forum.

The Parent Council will be chaired by a parent or carer of a child attending Beith Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

7. Should a vote be necessary at a meeting of the Parent Council, each member of the Parent Council present at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
8. Copies of the minutes of all meetings will be available to all parents of children at Beith Primary School and to all staff at the school. These will be shared via the Parent Council Facebook page and school website.
9. Discussion of matters relating to individual pupils, prospective pupils or members of staff is outwith the remit of the Parent Council.
10. Members of the Parent Forum may attend meetings of the Parent Council, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. They may participate in meetings if invited to do so by the Chair.
11. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, that member's membership of the Parent Council may be terminated if the majority of parent members agree. Termination of membership must be confirmed in writing to the member.
12. The Parent Council is accountable to the Parent Forum for Beith Primary School and will make a report to it at the end of each school session on its activities on behalf of all parents.
13. The Parent Forum will consist of all parents or carers with children in attendance at Beith Primary school.
14. An Annual Meeting of the Parent Forum will be held each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and its committee(s).
  - Selection of the new Parent Council, where applicable.
  - Discussion of any issues of which members of the Parent Forum have given at least 7 days notice.
  - Approval of the accounts and appointment of the auditor.
  - Review/ re-adoption of the constitution.
15. An Annual Meeting of the Parent Forum will be held at a time most suited to the needs of the community. Parents will be given notice of the meeting and encouraged to attend.

- 16.** If 20% of members of the Parent Forum write to the Secretary of the Parent Council requesting a special general meeting to discuss issues falling within the Parent Council's objectives, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent 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.
- 17.** The Parent Council may change its constitution after obtaining consent from the Annual Meeting of the Parent Forum. Members of the Parent Forum will access the Constitution via the school website or Parent Council Facebook page.
- 18.** The Parent Council will receive an annual allocation from North Ayrshire Council and may also raise funds, apply for and receive grants and accept gifts. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 19.** The Treasurer 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 office bearer.  
  
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 Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
- 20.** Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of pupils attending the school.
- 21.** The Head Teacher or a representative has a right to attend and speak at meetings of the Parent Council or Parent Forum.
- 22.** The elected member of North Ayrshire Council with responsibility for education, and the local elected members for the ward in which the school is located have the right to attend and speak at any Parent Council or Parent Forum meeting.
- 23.** The Corporate Director (Educational Services) or a representative has the right to attend and speak at any Parent Council or Parent Forum meeting.