# NORTH AYRSHIRE COUNCIL

# EDUCATION AND YOUTH EMPLOYMENT SERVICES

 **Dykesmains Primary School  Parent Council and Parent Forum Constitution**

**This is the constitution for Dykesmains Primary School Parent Council and Parent Forum. Throughout the document, references to “parents” also refer to carers.**

1. 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, all its parents and the wider community.
* 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.
1. The **membership** will be a minimum of 3 parents, each from a different family unit, and a maximum of 14 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.
2. Membership of the Parent Council shall be for a period of 2 years, with the option to extend, where a majority agreement is reached within the existing Parent Council.
3. Any parent or carer of a child at the school can **volunteer** to be a member of the Parent Council.

In the event where the number of volunteers exceeds the number of places set out in the constitution then a random selection draw will decide successful applicants who will sit on the Parent Council.

Failing to attend 3 consecutive meetings without reason or apologies will result in being given the option to resign.

In respect of denominational schools, a nominee of the church or denominational body in whose interest the school is conducted will also serve on the Parent Council.

The Parent Council may invite other persons to attend any of its meetings. 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.

1. The **Chair, Secretary and Treasurer** of the Parent Council will be elected 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 Dykesmains Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
2. 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.
3. Copies of the **minutes** of all meetings will be available to all parents of children at Dykesmains Primary School and to all staff at the school. Copies will be available on the Parent Council noticeboard (within the school) and the Dykesmains Primary School website: [**http://www.dykesmains.northayrshireschools.co.uk**](http://www.dykesmains.northayrshireschools.co.uk/) A copy will also be sent to the education authority.
4. Discussion of matters relating to individual pupils, prospective pupils or members of staff is outwith the remit of the Parent Council.
5. **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. However, they do not have voting right.
6. 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.
7. The Parent Council is **accountable** to the Parent Forum for Dykesmains Primary School and will make a report to it at the end of each school session on its activities on behalf of all parents.
8. The **Parent Forum** will consist of all parents or carers with children in attendance at Dykesmains Primary School.
9. An **Annual Meeting** of the Parent Forum will be held **yearly**. A notice at 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.
* Should a vote be necessary to make a decision, each member of the Parent Forum at the meeting will have one vote, with the Chair of the Parent Council having a casting vote in the event of a tie.
1. 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.
2. The Parent Council may **change its constitution** after obtaining consent from the Annual Meeting of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment in advance of the meeting.
3. 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.
4. The Parent Council have a **bank** account in the name of the Parent Council for all funds. Withdrawals 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 during each Parent Council meeting, with a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
5. 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.
6. The **Head Teacher** or a representative has a right to attend and speak at meetings of the Parent Council or Parent Forum.
7. 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.
8. The **Corporate Director** (Educational Services) or a representative has the right to attend and speak at any Parent Council or Parent Forum meeting.