



**Constitution of West Kilbride Primary School Parent Council  
Agreed on 30th April 2024**

**1. Name**

The Parent Council shall be known as the West Kilbride Primary School Parent Council (often simply referred to as the PC or WKPSPC)

Under the Parental Involvement Act, all parents/carers with children at the school are collectively called the Parent Forum.

**2. Aims**

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school
- e) Represent the interests of all parents/carers (the Parent Forum) to the school and the local authority
- f) Support learning and school improvement
- g) Be involved in the recruitment of senior staff, school inspections and the development of the School Improvement Planning.
- H) Planning events throughout the year for the benefit of the children and to raise funds.

**3. Powers**

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum and to support the school, staff and children.

**4. Membership**

Parents shall always form the majority of the Parent Council.

The membership of the Parent Council consists of parents/carers of children attending West Kilbride Primary School who have chosen to join the Parent Council and signed their agreement to follow the below Code of Conduct.

Any member of the parent forum is welcome to become a member of the parent council but only those who have joined and agreed to the code of conduct are allowed to attend parent council ordinary meetings.

All requests to become a member of the parent council must be submitted in writing via email to [wkpspc@outlook.com](mailto:wkpspc@outlook.com). Any prospective member will be required to read and agree to the code of conduct in writing.

New prospective members will require to be proposed and seconded by a current Parent Council member before being added as an official member at the end of their first parent council meeting. Following this they will be able to vote at their next Parent Council Meeting.

Each member will be added to the Parent Council Whatsapp group and email distribution list once they have agreed to the code of conduct.

The Parent Council shall have 4 Office Bearers - Chairperson, Vice Chair, Secretary & Treasurer, Office Bearers of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be automatically eligible for re-election.

If an office bearer stands down during the year, replacements can be co-opted to the office bearer role.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

Any staff member is welcome to attend the meetings in addition to the Headteacher.

The Headteacher attends meetings in an advisory capacity and does not have voting rights. If the Headteacher is unable to attend he or she may send a representative. The meeting can still go ahead if neither the Headteacher nor a representative can attend.

The Parent Council may co-opt up persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents whose children have now left the school or local community members.

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 (or Vice Chair in his/her absence) shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair. The Chairperson's (or Vice Chair in their absence) casting vote shall be used only in the event of a tie.

To remain an active member of the parent council you must attend 2 meetings per academic term. Members must send their apologies by email to [wkpspc@outlook.com](mailto:wkpspc@outlook.com) if they are unable to attend a meeting so the minutes can accurately reflect attendance.

Meetings will be a combination of in person and zoom/teams throughout the academic year to allow as many attendees as possible. At each AGM we will agree dates for the academic year so everyone has advance notice of these dates.

A member of the Parent Council failing to attend two meetings per academic year is deemed to have retired from the Parent Council.

A list of members will be clearly displayed on the Parent council Facebook page and on the school website. We aim to keep this as up to date as possible but changes may take time to take effect.

## **5. Ordinary Meetings**

Ordinary meetings of the Parent Council shall be held 4 times per year.

Meetings may take place virtually (eg online) and/or in person.

Ordinary Meetings may only be attended by Parent Council Members, Prospective Parent Council Members, School staff or invited guests such as those from the local authority.

Meeting date reminders shall be sent at least 2 weeks prior with a call for agenda items.

All agenda points must be submitted in writing by email to [wkpspc@outlook.com](mailto:wkpspc@outlook.com).

These must be submitted one week prior to the meeting date to allow the secretary to compile the agenda. Any points received after this will be carried forward to the next meeting. Any individual queries must be directed to the school and will not be up for discussion at any parent council meeting. The exception being issues that may affect the wider parent forum. All meetings will be minuted accurately by the Secretary and distributed alongside the Head Teachers report via - 1. email to the school and Parent Council Members, 2. posted on the Parent Council Facebook Page, 3. Sent out via the school Xpressions app to capture all members of the Parent Forum and 4. Posted on the school website for full visibility.

## **6. General Meetings - AGM & EGM**

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:-

- a) the work of the Parent Council given as a report by the Chair
- b) approval of the accounts given as a written and verbal account by the Treasurer
- c) appointment of an individual who will review the annual accounts for the following year
- d) appointment of office bearers to serve on the Parent Council.
- e) Proposal and Secondment of any new members
- f) Head Teachers report

Any other business should be raised at the following ordinary meeting.

At all general meetings, the Parent Forum may be present but shall not have a vote..

Voting shall be on the basis of one vote per parent council member present at the meeting.

Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of 6 Parent Council Members.

Any Parent Council member has the power to call an EGM (Extraordinary General Meeting) by proposing a date and agenda in writing at least two weeks in advance by sending an email to [wkpspc@outlook.com](mailto:wkpspc@outlook.com).

## **7. Finance**

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council.

The Chair, Vice Chair and Treasurer should all have access online and via a bank card to the Parent council account,

Low Level funding (under £500) - can be agreed by the Parent Council Members via the Parent Council Whatsapp Group or by Email.

Any funding requests over £500 must be discussed at the next meeting or by calling an ad hoc meeting to discuss should the matter require a quick decision.

For electronic banking, the Treasurer must make sure transactions are carefully recorded and shared at meetings.

The Treasurer shall be responsible for keeping accurate records of the financial transactions for the Parent Council and sharing a written finance report at each meeting.

The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed by 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 who is 'independent' from the Parent Council

The accounts should be reviewed by August 31st of each academic year in preparation for the AGM.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

### **8. Contacting the Parent Council**

All Parent Council correspondence should be sent by email to [wkpspc@outlook.com](mailto:wkpspc@outlook.com).  
If you are a Parent Council Member this can go via the Parent Council members WhatsApp group.  
The exception being any confidential issues that the sender wishes to remain confidential in which case you can contact any member directly.

### **9. Changes to the Constitution**

Changes or additions must be made at an AGM, or an EGM called for the purpose.  
The proposed changes shall be specified in the notice calling the meeting and be approved by a majority of all parent council members present.

### **11. Dissolution**

In the event that the Parent Council ceases to exist, any remaining funds must be used to advance education for the benefit of pupils at the school.

### **Signed by**

**Emma Clark**  
**Chairperson**  
**Date - 01.05.2024**

**Judith Spence**  
**Vice Chairperson**  
**Date - 01.05.2024**