

# **Keir Hardie Memorial Primary & Nursery School Parent Council Constitution**

This is the constitution for Keir Hardie Memorial Primary & Nursery School Parent Council

1. 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
- To promote partnership between the school, its pupils, all its parents and the community
- To develop and engage in activities which support the education and welfare of all 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 the pupils.

2. The membership will be a minimum of 4 parents of children attending the school and a maximum of 15.

3. The Parent Council will be selected for a period of 3 years after which they must step down. They may put themselves forward for re-selection if they wish. Any parents 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 at a selection meeting. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.

4. The Parent Council may co-opt up to 5 members to assist it with carrying out its functions. Co-opted members may be interested people in the local community, teaching and support staff in the school.

The number of parent members on the Parent Council must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.

5. The Chair, Vice-Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members following its formation. Office bearers will be re-selected by

the Parent Council on an annual basis.

The Parent Council Chair will be a parent of a child attending Keir Hardie Memorial School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. The Treasurer must have been a Parent Council Member for at least one year.

6. The Parent Council is accountable to the Parent Forum for Keir Hardie Memorial Primary & Nursery School and will make a report to it at least once each year on its activities on behalf of all the parents, at the AGM. Members of the Parent Forum can request that particular issues, falling within the Council's remit be discussed by the Council.

7. The Annual Meeting will be held in the last session of each school year (between April and June). 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)
- discussion of issues that members of the Parent Forum have given notice of approval of the accounts and appointment of the auditor, if appropriate.

8. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

The quorum for the meeting of the Parent Council will be 4 parent members. At least one of whom must be an office bearer.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

9. Copies of the minutes of all meetings will be available to all parents of children at Keir Hardie Memorial Primary & Nursery School and to all teachers at the school. Copies will be available from the Chair or Secretary of the Parent Council, from the school office and from the School Blog.

10. Meetings of the Parent Council shall be open to the public, unless the Parent

Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the head teacher, or his or her representative, can attend.

11. 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 Parent Council member.

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.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

12. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy or given access to a copy of any amended Constitution and given two weeks to respond to the proposal.

13. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school where this continues.

Constitution amended by A.Govan (Secretary), September 2017.