



Holy Cross (Croy) Parent Council Constitution

This is the constitution of the Holy Cross (Croy) Parent Council, which represents the Parent Forum of those children attending Holy Cross Primary School (the School) and Holy Cross Nursery School (the Nursery), Croy.

AIMS

Holy Cross Parent Council aims to support the staff of the School and Nursery in their ambition to deliver the best possible outcomes for all children in their care.

We will develop and engage in activities which support the education and welfare of the pupils and identify and represent the views of parents and carers on the education provided by the School and Nursery, and other matters affecting the education and welfare of the pupils.

Holy Cross Parent Council will promote the Catholic faith and ensure equality and fairness in all aspects of its activities.

MEMBERS

Any parents or carers of a child at the school or nursery can volunteer to be a member of the Parent Council.

Membership of the Parent Council will be a minimum of four parents or carers of children attending the School and a maximum of 20 members of the Parent Forum.

On occasions where there are in excess of 20 volunteers, the Council should put names to a ballot of the Parent Forum.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held in the autumn term, no later than the first Monday of November each year.

The business shall include:-

1. the work of the Parent Council
2. approval of the accounts
3. appointment of an individual who will review the annual accounts
4. any issue raised by the Parent Forum
5. election of members to serve on the Parent Council

EXTRAORDINARY GENERAL MEETINGS

Any two members of the Parent Council shall have the power to call an Extraordinary General Meeting.

If fifteen members of the Parent Forum request an EGM to discuss issues falling within the Parent Council's remit, the Council shall arrange this.

PARENT COUNCIL MEMBERSHIP AND VOTING RIGHTS

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.

Parents/carers shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council.

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

The Parent Council will co-opt members to assist it with carrying out its functions as appropriate, of which at least one must be a member of the Catholic Church (as nominated by the Parish Priest of Holy Cross, Croy in whose interest the school is conducted), and at least one will be a representative of the Teaching staff.

The Church-elected representative will have no right to input into matters arising in connection with the Nursery.

Each parent/carer member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present.

The Headteacher and co-opted members of the Parent Council do not have voting rights.

The Chairperson shall have both a deliberative and casting vote - one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings. Copies will be made available on the Parent Area of the School website and will also be available upon request from the School office.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

All members of the Parent Council agree to abide by the Code of Conduct.

SUBCOMMITTEES

There will be two subcommittees carrying out the functions of Parent and Teacher Group (PTG) and Nursery Parents Group. The principal role of these subcommittees is to raise funds for the School and Nursery.

The subcommittees are entitled to elect their own office bearers, so long as they abide by the aims of the Parent Council.

A member of each subcommittee should attend the AGM. In the event that subcommittee members cannot attend the AGM, a written report should be made to the Treasurer/Chair in advance.

MEETINGS

Meetings of the Parent Council shall be held at least three times each school year.

Meetings of the subcommittees shall be held as required and as appropriate in relation to their activities during the school year.

At all Parent Council meetings, four School parents/carers shall form a quorum. Subcommittee meetings shall be considered quorate at three parents/carers.

All Parent Council meetings shall be open and any member of the Parent Forum may attend, although they will not have voting rights.

All meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Headteacher, or his or her representative, can attend.

The Parent Forum shall be notified of all meetings at least one week in advance, with the exception of the AGM and EGMs where a minimum of two weeks' notice is required at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

FINANCE

The Parent Council and its subcommittees 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.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council and its subcommittees.

If appropriate, separate bank accounts can be opened by the subcommittees. Withdrawals will require the signature of the Treasurer of the subcommittee and one other member of the subcommittee. The Treasurer of the Parent Council must be notified of all transactions over £500.

The Parent Council is accountable to the Parent Forum and will make a report to it at least once each year on its activities on behalf of all the parents, including clear and transparent information on how its funds have been spent.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at the AGM, or an EGM called for the purpose. The proposed change(s) shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present, subject to a minimum quorum of six.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the School and Nursery as decided by the head teacher.