

# Eastfield Primary School Parent Council

## Constitution – 2020/2021

1. This is the constitution of Eastfield Primary School's Parent Council.
2. 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/carers (the term "parents" when used from now on will refer to "parents/carers")
  - To promote partnership between the school, its pupils, its parents and the local community
  - To develop and engage in activities which support 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 welfare of the pupils.
3. The membership of the Parent Council will be a minimum of 4 and a maximum of 20 parents of children attending the school. A Chairperson, Vice Chairperson, Secretary, Communications Secretary (optional) and Treasurer will be appointed by the Parent Council members immediately following its formation to coordinate, manage, record and report on all Parent Council business.
4. The Parent Council will encourage as many members of the Parent Forum as possible to form other groups to support the activities of the school. This will include an Events Committee to organise activities and, if appropriate, raise funds. The chairperson of such sub groups or his/her representative will attend Parent Council meetings. The Parent Council will endeavour to ensure that there is effective communication between all groups and the Parent Forum.
5. A member of the Parent Council will serve for a period of up to two years, after which they may put themselves forward for re-selection. Any parent 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 upper limit of twenty, members will be selected by an election with all members of the Parent Forum being entitled to vote.
6. The Council may co-opt up to two others to assist it with carrying out its functions. These can be teachers, senior pupils or any members of the local community. Local

authority councillors are welcome to attend all meetings and will be permitted to participate at the discretion of the Chairperson or delegate.

7. The Parent Council will meet at least six times a year. Should a vote be necessary to make a decision, each member of the Parent Council at the meeting will have one vote. The Chairperson of any subgroup, or their representative, and co-opted members will also be entitled to one vote. The Chairperson of the Parent Council will have a casting vote in the event of a tie.
8. Any three members of the Parent Council can request that an additional meeting be held and all members will be given at least two weeks' notice of the date, time and place of such an extraordinary meeting.
9. The Parent Council is accountable to Eastfield Primary School's Parent Forum and will report on its activities once per term.
10. Copies of the minutes of meetings will be available to all parents and teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office.
11. Meetings of the Parent Council will be open to all parents. If an issue arises that is deemed confidential then a closed meeting will be convened at the earliest convenience.
12. An annual welcome and review meeting of the Parent Forum at the beginning of each new school year.
13. It is expected that all Parent Council members conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. All Parent Council members must sign and adhere to a strict Code of Conduct. If these expectations are not fulfilled, the appropriateness of membership of the Parent Council would be discussed and advice sought from the local authority.
14. A member of the Parent Council failing to attend three consecutive meetings or events without reason/apologies may be deemed to have retired from the Parent Council.
15. Changes or additions to the constitution must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two-thirds of those present.
16. In the event that the Head Teacher is unable to attend a scheduled Parent Council meeting he/she must appoint other representatives to attend on his/her behalf.

However, if the school cannot be represented, a report can be submitted in advance of the meeting.

17. A Parent Council Meeting will not be postponed unless deemed necessary by the Parent Council. This may depend on the nature of the meeting, including, but not limited to, any decisions that are to be taken during such meetings.

## Definitions

Parent Forum	Every parent with a child at Eastfield Primary School is automatically a member of the Parent Forum.
Parent Council	The Parent Council is the smaller group of Parents who have been appointed by the Parent Forum to work on its behalf.

