



1. Name

The Parent Council shall be known as the **Balmalloch Primary School Parent Council** (hereafter referred to as the Parent Council).

2. Aims

The Parent Council aims to:

- Work in partnership with the school to create a welcoming and inclusive environment for all parents, carers, and pupils.
- Promote positive relationships between the school, its pupils, and all parents/carers.
- Develop and participate in activities that support the education and welfare of the pupils.
- Identify and represent the views of all parents/carers on the education provided by the school and on any matters affecting the welfare of the pupils.
- Build a positive working relationship with the Parent Teachers Association (PTA) and support their activities wherever possible.

3. Powers

The Parent Council has the authority to take any actions it considers appropriate to further its aims, while ensuring it represents the views and interests of the Parent Forum.

4. Membership

Membership of the Parent Council is open to all parents and carers of children currently attending Balmalloch Primary School.

5. General Meetings

5.1 Annual General Meeting (AGM)

- The AGM shall be held during **Term 2** each year.
- Notice of the AGM will be issued to the Parent Forum at least **two weeks in advance**.
- The AGM may take place in person and/or online, with notice and procedures remaining the same.

5.2 AGM Business

The business of the AGM shall include:

- Reports on the work of the Parent Council, typically from the Chair.
- Consideration of any resolutions submitted by members of the Parent Forum.
- Election of Parent Council members.

5.3 Voting and Quorum

- Each parent/carer present has **one vote**.
- Co-opted members, the Headteacher, school staff, elected members and local authority staff **do not** have voting rights.
- A quorum for any general meeting is **5 members**.

5.4 Extraordinary General Meetings

The Parent Council may call an **Extraordinary General Meeting (EGM)** when necessary.

6. Parent Council Membership

- Members shall be appointed at the AGM for a **one-year term** and may stand for re-election.
- Parents/carers shall always form the **majority** of the Parent Council.
- Office bearers shall include at minimum a **Chairperson** and a **Secretary**, with additional roles created as required. Office bearers are elected at the first meeting following the AGM.
- The Headteacher (or their representative) has both a **right and a duty** to attend meetings.
- The Parent Council may co-opt additional members as needed. Co-opted members retire at the following AGM and may be co-opted again; they have **no voting rights**.
- Each parent/carer member has **one vote**. Decisions are made by a **simple majority**.
- The Chairperson has both a **deliberative vote** and a **casting vote**, the latter used only in the event of a tie.
- The Secretary/Parent Council Clerk is responsible for accurate minute-keeping and making minutes available to any member of the Parent Forum upon request.
- Any member who fails to attend **three consecutive meetings** without reasonable explanation may be deemed to have stepped down, following consultation with the

Chair.

7. Ordinary Meetings

- Ordinary meetings shall be held as required and may take place online and/or in person.
- Meeting reminders will be issued **two weeks prior**, including a call for agenda items.
- The final agenda will be made available **one week before** the meeting.
- The quorum for ordinary meetings is **5 members**.
- Meetings are open to members of the Parent Forum, who may attend but **do not** have voting rights.

8. Changes to the Constitution

- Any proposed changes must be considered at an AGM or an EGM called specifically for this purpose.
- Proposed changes must be detailed in the meeting notice.
- Amendments require approval by **at least two-thirds** of the parents/carers present.

Last review date	March 2026
Next review date	March 2027
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