



Firpark Primary School Parent Council

CONSTITUTION

This is the constitution for Firpark Primary Parent Council

AIMS:

1. a) to promote close co-operation and communication between parents and teachers
2. b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
3. c) to engage in activities which support and advance the education of pupils attending the school
4. d) to represent the views of parents in all the above matters

PARENT COUNCIL 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.

NUMBER OF MEMBERS

Any parent of a child at the school can volunteer to be a member of the parent council. The membership consists of at least 8 and maximum of 14 parents/carers of children attending Firpark Primary School as selected by the Parent Forum. If

the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a lot at the AGM of the Parent Forum.

ANNUAL GENERAL MEETING (AGM)

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.

The business shall include:-

1. a) the work of the Parent Council
2. b) approval of the accounts
3. c) appointment of an individual who will review the annual accounts
4. d) any resolutions submitted by the Parent Forum
5. e) election of members to serve on the Parent Council

EXTRA GENERAL MEETINGS (EGM)

The Parent Council or 8 of the Parent Forum shall have the power to call an Extraordinary General Meeting.

The Parent Council shall give all members of the Forum at least two weeks' notice of the meeting and at the same time circulate notice of the matter or matters to be discussed at the meeting.

GENERAL MEETINGS

The Parent Council will meet at least 6 times a year by either virtual meeting using Webex or a meeting on the school campus.

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

Meetings of the Parent Council shall be held as required. The quorum shall consist of 5 and at least two of whom should be office bearers.

Should a vote be necessary voting shall be based on one vote per Parent Council member present on matters arising at that meeting resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

However, for any pre discussed matters requiring a vote, if a member has sent apologies of not being able to attend, the members can vote via proxy which would be sent to the Chair prior to the meeting starting also using majority as a resolution.

Individual members of the parent council should respect the overall decision made by the deciding majority of the Parent Council.

PARENT COUNCIL MEMBERSHIP

Parents shall always form the majority of the Parent Council.

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.

The office bearers will be elected by the Parent Council at the AGM and can consist of either Chairperson, Vice Chair, Secretary, Treasurer or Chairperson, Secretary, Treasurer each who shall also be elected for a one-year term and be eligible for re – election. However, they must not hold the same position for any more than 4 consecutive years.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election. The Head Teacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to 2 to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

The Chair will submit a written report at the AGM which will be made available to the Parent Forum of what the Parent Council have done over the previous year.

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.

If a parent 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 the parent members agree. Termination of membership would be confirmed in writing to the member.

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. Cheques shall be drawn, or withdrawals made against the signatures of at least two current sitting Parent Council members one of whom should be the Treasurer. Any online transactions being sent by bank transfer will be authorised by Chair, Treasurer and Co Signatures.

The Treasurer can apply for grants on behalf of the Parent Council, with any money received being applied to aims, and discussion with Head Teacher.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

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.

CHANGES TO THE CONSTITUTION

Changes or additions 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.

The Constitution should be reviewed at the AGM every year to make sure that it is current to that years Parent Council.

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/or local authority as necessary.