

Gartcosh Primary School Parent Council Constitution

1. This is the constitution for Gartcosh Primary School 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
 - To promote partnership between the school, its pupils and all its parents
 - To develop and engage in activities which support the education and welfare of the pupils
 - To identify and represent the views off the parents on the education provided by the school and other matters affecting the education and welfare of the pupils
3. The membership will be minimum of 4 parents of children attending the school. The maximum size is 8, as agreed by members of the Parent Forum.
4. Any parents of a child at the school can volunteer to be a member fo 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 election. Anyone not selected to be a member off the parent council may be offered the opportunity to be part of any sub-groups set up by the Council.
5. The Parent Council may co-opt up to 3 members from the staff or business community, to assist it with carrying out its functions. Pupils may be invited to attend as and when out is considered appropriate by the Parent Council. Co-opted members will be invited to serve for a period of between 1 and 3 years after which time the parent council will review and consider requirements for co-opted membership.
6. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-elected on an annual basis (at the annual meeting of the Parent Forum).
7. The Parent Council is accountable to the Parent Forum for Gartcosh Primary School and will make a report to it at least once a year on its activities on behalf of the parents. If 5% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council hall arrange this. The Parent Council shall give all the members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. The Annual General Meeting will be held in during the 2nd Meeting on returning from the Summer Break. A notice of the meeting including the 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)
 - Selection of the new Parent Council
 - Discussion of the issues that members of the Parent Forum may wish to raise
 - Approval of the accounts and appointments of the auditor.
9. The Parent Council will meets at least once in every term. Should a vote be necessary to make a decision, each parent and co-opted member at the meeting will have on vote, with the Chair having a casting vote in the event of a tie. Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one weeks notice of the date, time and place of the meeting. 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 the Parent Members agree. Termination of the membership would be confirmed in writing to the member.
10. Copies of the minutes of all meetings will be available to all parents of children at Gartcosh Primary School and to all 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 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 Headteacher, or his or her representative, can attend.
12. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawal's will require signature of the Treasurer and one 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.
13. The Parent Council may change its constitution after consulting with the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
14. 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 (or schools), where this continues.