*Kildrum Primary School*

**Parent Council Constitution**

1. Aims and objectives.
* To promote partnership between the school, its pupils, and all parents/carers of children at this school.
* To develop and engage in activities which support the 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 education and welfare of the pupils.
1. The membership will be a minimum of three parents or carers of children attending the school with an upper limit of 12.
2. The chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following formation. Office bearers will run until resignation of post whether by themselves or by termination.
3. The Parent Council members will be selected for one year and may put themselves forward for re selection if they wish. All parents of children that attend Kildrum Primary can take part in selection by personal attendance at the Annual General Meeting only.
4. The Parent Council will make a report to the parent forum once a year on its activities from the past year.
5. The Annual General Meeting will be held once a year between April and May. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
* A report on the work of the parent council and its committee.
* Selection of Parent Council
* Approval of accounts
1. The Parent Council or 5 members of the Parent Forum shall have power to call an extraordinary General Meeting.
2. The Parent Council will meet at least once in every school term.
3. Should a vote be necessary to make a decision, each member at the meeting held will have one vote, with the Chair having a casting vote in the event of a tie.
4. 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 date, time and place of meeting.
5. 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 will be terminated if the majority of the Parent Council agree. Termination of membership would be confirmed in writing.
6. Copies of minutes of all meetings will be available to all parents of children at Kildrum Primary School and all teachers at the school. Copies will be available from the following-
* Secretary of the parent council by emailing kildrumPPC@hotmail.com
* School website <https://blogs.glowscotland.org.uk/nl/kildrumps/>
* Paper request via school office
1. Meeting of the Parent Council will be open to any member of the Parent Forum unless the Parent Council is discussing an issue which it considers confidential. In such discussions only members of the Parent Council and the Head Teacher or their representative can attend.
2. The treasurer will open a bank account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of two signatories on the account.
3. 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 full accounts for the AGM. The Parent Council accounts will be reviewed by an individual who is comfortable with figures and not related to any member of the Parent Council. When money is being counted and paid into the bank, two members of the Parent Council should be in attendance where possible.
4. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
5. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Kildrum Primary School.

Reviewed 7/5/2021 J McGregor