**The constitution for “Muirhouse Primary School & Nursery Parent Council”**

1. **Name**

The Muirhouse Primary School & Nursery Parent Council shall be, hereinafter referred to as the group.

1. **Parent Council, Aims and Objectives**

The group has been established to pursue the following objectives:

1. To work together with everyone involved in school life; parents, teachers, learners, school staff, Local Authority and the wider community—to support the school.
2. To make sure that all parents have a say in their child’s education—and can express their views and wishes.
3. To build links and involve parents with the wider learning community
4. Gives parents a voice— Listen to what parents want the council to do, act upon school issues and report back to the parent forum.
5. To raise funds for the school to help subsidise the costs of school trips and fund other school requirements not met by the school budget.
6. To promote equality and fairness
7. to engage in activities which support and advance the health, wellbeing and education of the pupils attending the school
8. **Powers**

The group 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.

1. **Membership**

Membership for the group will be open to all parents/guardians of pupils at the school or nursery subject to the following rules:

* The group will maintain a minimum membership of 6 and a maximum membership of 20. At the point of membership requests exceeding 20 we will conduct a vote.
* The group requires a minimum quorum of 40% of the members in attendance at meetings to conduct a session. Less representation than this at a session will result in the session being re-planned.
  + The roles on the council will be as per section 5.
  + Members are expected to maintain a suitable level of attendance at meetings, failure to attend three meetings consecutively without valid reason (agreed by the group) results in being deemed retired from the parent council.
  + when members cease to have a child at either the nursery or school they need to relinquish their place
  + members are elected for one term which starts immediately following the AGM. Members are eligible for re-election should they wish to continue in post.

1. **Meetings**

**Parent Council Meetings**

Meetings will take place in the either in the school staff room or a local community centre/church hall (in order to reduce costs. Meetings will take place for up to 2 hours and there will be 5 formal meetings (including an AGM) in any one school calendar year.

The head teacher or his/her representative has a right and a duty to attend meetings of the parent council. This is however in an advisory capacity without voting rights, unless granted by the parent council or parent forum.

Where the chairperson is unable to attend a meeting, the meeting will be chaired by the vice-chair. If the vice-chair is also not present the secretary will chair. Where the secretary is unable to attend a meeting, minutes are to be taken by the Vice Chair or another member.

The purpose of the meetings is to:

* Approve of group codes of conduct, rules, processes and policies which affect the organisation and operation of the group.
* Formally agree activities and planned events
* Discuss and facilitate the resolution of any topics raised by parents and or the wider school community.

**Fundraising Meetings**

* Meetings will take place at various venues and on various days to try and maximise the involvement of parents and guardians in the planning and running of events. These will be arranged on an ad hoc basis and open to all who are available to attend. There must be a minimum of one parent council member in attendance for the meeting to take place.

1. **Group Roles**

The roles on the council will be as follows: Chairperson, Vice-Chairperson, Treasurer and Secretary and these will be assigned based on an annual vote which is conducted at the AGM. To be assigned/re-elected into a role a person needs to receive a nomination and the proposal being seconded. Where there is more than one nominee for a given role the post will be offered following a vote taken by the group’s entire representation. Members are not permitted to vote for themselves.

Where a vote is required the nominee receiving the most votes for the position shall be elected.

**The duties of the Chairperson (Vice-Chair) shall include:**

* Chairing all committee meetings of the group (vice-chair where not present)
* Calling emergency meetings and or corresponding with the group to obtain offline input
* Providing leadership to the group
* Working directly with the council, school representatives and secretary to ensure the group continues to meet it's aims and objectives
* Acting as the spokesperson of the group
* Establishing and maintaining effective relations between the group and the members, and any affiliated organisations or groups.

**The duties of the Secretary shall include:**

* Keeping detailed minutes of all meetings
* Maintaining the records of all members; including profile forms and membership register
* Being the main point of contact for the group
* Scheduling of meetings and booking of required lets.
* Preparation and provision of meeting agendas and handouts as required and also preparation of AGM summary.

**The duties of the Treasurer shall include:**

* Keeping detailed accounts of all monies received and outgoings for all events ensuring that receipts for expenditure are kept.
* Ensuring files associated with fund raising are accurately maintained and a record updated in school at least once per term
* Preparation of a treasurer’s report for the AGM and other meetings as required
* Arranging the annual independent examination and sign off of the accounts.

1. **Alterations**

In the event of an alteration being required to the group constitution, all such changes must be approved at an AGM (EGM) and by the parent forum prior to proceeding with the amendment(s).

1. **Voting**

Any matter that arises in connection with the group that requires a vote shall be determined by a majority of votes of the members of the group. In the event of equality/abstention of votes, the group secretary shall have a second vote.

1. **Annual and Extraordinary General Meetings**

The annual general meeting will be held midway through the school term (usually April) with the agenda being circulated for review one week in advance. The meeting will be open to all school parents/guardians and appropriate communication of this arranged (MPS parent helper page, twitter school feed, school newsletter and posted in reception)

Providing none of the role holders are stepping down their position will be assumed to be continuing and only in the event of a resignation from post will the post be re-allocated.

The function of the Annual General Meeting is as follows:

* Re appoint or nominate/approve the management roles for the group
* Review the report prepared by the Chairperson/Secretary (HT report if available) which outlines progress in term and the intended group plans for the following year.
* Review the report prepared by the Treasurer which outlines funds raised in term and proposed events for next term.
* Formally approve the independently examined accounts for the previous year
* The AGM should endeavour to have full council membership representation and as many parent / guardian representatives as possible.
* Any other business brought before the meeting which has been submitted in writing not less than seven days in advance of the meeting, and any other business deemed relevant by the chairperson.

Each parent council member shall have one vote. All votes shall be determined by a simple majority. In the event of a tied vote, the chairperson will exercise a casting vote. Parent forum members in attendance at an AGM will also be entitled to a vote.

In the event of someone stepping down mid-term the EGM will be conducted in the same manner at the next group meeting.

1. **Finance**

The finances of the group 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 by a minimum of two named parent council members.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Group.

1. **Amendments to the constitution**

This constitution may only be amended by approval by the Parent Forum. This would usually take place at an AGM or EGM. Changes should be approved by the Parent Forum following the meeting at which changes are proposed.

1. **Dissolution**

Any resolution to dissolve the group may be passed at any Annual or Extra General Meeting provided that a majority vote of membership is passed.

In the event of dissolution, any assets of the group that remain will become the property of Muirhouse Primary and Nursery.

Members with roles will be responsible for completing any work required to formally close the group.

1. **Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of ”Muirhouse Primary and Nursery Parent Council.”

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| --- | --- | --- | --- |
| Chairperson |  | Vice Chairperson |  |
| Secretary |  | Treasurer |  |
| Date: |  |  |  |