

NOBLE PRIMARY PARENT COUNCIL

CONSTITUTION

1. All parents/carers of pupils at Noble Primary are the PARENT Forum. The Parent Council represents the Parent Forum.
2. The objectives of the Parent Council are:
 - 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 of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The Parent Council will form the one parent/carer representative body at Noble Primary. Sub committees may be formed for specific purposes as required e.g. fund raising.
4. The membership will be composed of parents/carers of children attending the school. There will be a minimum of five, with a maximum of ten parent/carer members.
5. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. The Chairperson must be a parent. Thereafter office bearers will be selected at the A.G.M.
6. The Parent Council members will be selected for a period on one year after which they may put themselves forward for re-selection if they wish.

Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the committee, council members will be selected by drawing lots. Anyone not selected to be a member of the council may be offered the opportunity to be part of any sub-groups set up by the council.

7. If a Parent Council member acts in a way that is considered by the other members to undermine the objectives of the Parent Council their membership of the Parent council shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.
8. To assist it with carrying out its functions the Council may co-opt up to two members of the community to serve for a period of one year.
9. The Head Teacher will be the adviser to the Parent Council and a member of the School Staff will be appointed for one year as a representative to the Parent Council.
10. The Parent Council can appoint a Clerk. Where this person is not a member of the Parent Council payment can be made for their services.
11. The Parent Council is accountable to the Parent Forum for Noble Primary School and will make a report to it at least once a year on its activities.
12. If a number of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all 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.
13. The Annual General Meeting will be held in September of each year. 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 committees
 - selection of the new Parent Council and Office Bearers
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts and appointment of the auditor.

14. The Parent Council will meet monthly.
15. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
16. 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 week's notice of date, time and place of the meeting.
17. Copies of the minutes of all meetings will be available to all parents of children at Noble Primary School and to all staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
18. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
19. The Treasurer will open a bank account or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
20. 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 General Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.
21. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
22. 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.
23. The Parent Council may change its constitution after obtaining consent from members of 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.