

**CATHEDRAL PRIMARY SCHOOL**  
**CONSTITUTION OF THE PARENT COUNCIL**

1. This is the constitution for the Parent Council of Cathedral Primary School, Park Street, Motherwell ML1 1PT (“the 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, its parents, the Church and the community;
  - To develop and engage in activities which support the education and welfare of the pupils and parents;
  - 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; and
  - To maximise the opportunities for parents to actively participate in the school.
3. The membership of the Parent Council will be a minimum of five parents of children attending the school. The maximum membership will be 25. The Parent Council may have Sub-Groups. Sub-groups may consist of members of the Parent Forum and may include members of the Parent Council. Subgroups may be set up by the Parent Council for particular aims or interests including:-
  - a separate fund-raising group;
  - Parent representative for each Primary stage; and
  - a member of the Polish community be represented on the Parent Council.Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.
4. The Parent Council will be selected for a period of two years after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection by post, text or email. Any parent 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 set out in the constitution, members will be selected by a voting process. The Head teacher will issue appropriate information to parents on how they may vote and will make arrangements for votes to be counted and the result of the vote to be notified to the Parent Forum.

5. The Parent Council may co-opt up to four members to assist it with the carrying out of its function. The membership of the Parent Council will include one nominated member of the Roman Catholic Church. Representation may come from either parish. This will be at the discretion of the Bishop.

One member of the teaching staff will be invited to co-opt and at least one member of the local community.

The number of parent members on the Parent Council must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of two years.

6. The Chair, Vice Chair, Treasurer and Clerk of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on a two-yearly basis (at the annual meeting of the Parent Forum).

In the event an office bearer should resign before an annual meeting the Parent Council may select a replacement until the next annual meeting.

The positions of Chair (and Vice Chair) may only be held by a member of the Parent Forum. (The Chair or Vice-Chair as the case may be shall resign when they no longer have a child in attendance at the school.

7. The Parent Council is accountable to the Parent Forum for Cathedral Primary School and will make a report to it at least once a year at the annual meeting on its activities on behalf of all the parents.

If 20% of members of the Parent Forum, having raised the relevant issues with the Head Teacher or and Parent Representative as set out below, request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum two weeks notice of the meeting, where applicable, and at the same time, circulate notice of the matter to be

discussed.

A special general meeting will only be called if the matter has already been raised with (a) the Head Teacher or (b) the Parent Representative. If no satisfactory outcome is achieved, then a Special General meeting will be called.

The Head Teacher can request, at reasonable notice, a Parent Council meeting if an important issue needs to be raised for the benefit of the children and the school.

8. The Annual Meeting will be held in October 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 committee;
- selection of the new Parent Council, as required;
- discussion of issues that members of the Parent Forum may wish to raise; and
- Approval of the accounts and appointment of the auditor.

9. The Parent Council shall meet at least once in every school term. The Parent Council shall endeavour to meet in the months of January, February, March, May, August, September, October and November. Members will be expected to attend meetings regularly.

Should a vote be necessary to make a decision, each member at the meeting will have one vote. In the event of a tie in the result, the Parent Forum will be balloted and the result made known to the Parent Council for action.

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.

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 Council agree. Termination of membership would be confirmed in writing to that member.

10. Copies of the Minutes of all meetings will be available to Cathedral Primary School and to all teachers at the school. Copies will be made available from

the Clerk to the Parent Council and they will be displayed on the notice board in the school foyer and on both Church notice boards.

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 Head Teacher, 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. Withdrawals will require the signature of the Treasurer and Chair or Vice Chair.  
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. If at least two-thirds of the members of the Parent Council agree, the Parent Council may amend its constitution after consulting 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.
14. Should the Parent Council cease to exist, any remaining funds held will be paid to North Lanarkshire Council or its successor on condition they will be used for the benefit of the children of Cathedral Primary School at the direction of the Head Teacher.