



## **Rochsolloch Primary School & Nursery Parent Council Constitution**

1. 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 of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of three parents of children attending the school. The maximum size is 18 members. Members will be elected at the AGM each year.
3. All committee members are legally required to be a member of the PVG scheme for children. Before the committee member can carry out their role on behalf of the Parent Council:
  - The committee member must be a member of the PVG scheme for children (which will be arranged by the parent council) and
  - The Parent Council must have received a PVG scheme disclosure for the committee member, even if that individual is a PVG scheme member for children for another organisation, for example employed or volunteering elsewhere as a teacher or scout leader.
4. The Parent Council will meet at least once every school term.
5. The Parent Council members will be selected for a period of two years. Parents of children at the school can take part in the selection by attending the Annual General Meeting.
6. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot. 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 Parent Council. If any

member fails to attend three consecutive meetings without reason / apology, they may be deemed to have retired from the Parent Council.

7. The Parent Council may co-opt up to four members to assist it with carrying out its functions. Co-opted members can include teaching and support staff. Should a co-opted member be unable to attend a meeting, a representative may attend. Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.
8. Office bearers (Chair, Vice Chair, Treasurer, Secretary) will be re-selected by the Parent Council every two years at the Annual General Meeting of the Parent Forum. Existing office bearers can put themselves forward for re-election, with any subsequent term being for a period of one year. If the office bearer stands unopposed, then any subsequent term will also be for a period of one year.
9. The Parent Council will be chaired by a parent of a child attending Rochsolloch Primary. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
10. Copies of the minutes of all meetings will be available to all parents of children at Rochsolloch Primary School and to all teachers of the school. Copies will be available from the Secretary to the Parent Council and from the school.
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 representative, can attend.
12. Parent Council is accountable to the Parent Forum of Rochsolloch Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
13. The Annual General 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(s).
  - Discussion of issues that members of the Parent Forum may wish to raise.
  - Approval of the accounts and appointment of the auditor.
  - Selection of the new Parent Council.
14. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, the Chair having a casting vote in the event of a tie.

15. 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 meeting.
16. If a Parent Council member acts in a way that is considered by their members to undermine the objective of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
17. The Treasurer will open a bank or building society account in the name of the Parent Council for all the Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
18. 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 independently checked.
19. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
20. 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.
21. 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 where this continues.