



# Constitution of the Parent Council of St Andrew's Primary School

## **1. NAME**

This is the constitution for 'St. Andrew's Primary School Parent Council'.

## **2. AIMS**

The aims of the Parent Council are:

- to promote partnership between the school, its pupils, its parents, the Roman Catholic Church and the wider community to ensure that all pupils develop their full potential
- to work in partnership with the school to create a welcoming school which is inclusive for all 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. POWERS**

The Parent Council 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.

## **4. NUMBER OF MEMBERS**

The membership will be a minimum of 4 parents of children attending the school. The maximum number of members will be 12.

- One Church nominee approved by the local Diocese.
- Maximum of three members of staff, one of which **MUST** be the Head Teacher, who has a duty to attend.

## **5. GENERAL MEETINGS**

The Annual General Meeting will be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

- A report on the work of the Parent Council
- A report by the Head Teacher on the work of the school
- Approval of the accounts and appointment of the auditor
- Any resolutions submitted by the Parent Forum
- Election of members to serve on the Parent Council

At the General Meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.



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## **6. PARENT COUNCIL MEMBERSHIP**

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

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 ballot. Anyone not selected to be a member of the Parent Council might be offered the opportunity to be part of any sub-groups set up by the Council.

The office bearers will be Chairperson, Secretary and Treasurer. The office bearers will be elected by the Parent Council at the AGM.

Office bearers will be re-selected by the Parent Council every 2 years.

The Head Teacher or his/her representative has a right and a duty to attend meetings of the Parent Council. The Head Teacher attends in an advisory capacity and does not have voting rights unless these are given by the Parent Council. The Head Teacher or his/her representative should provide an update on the work of the school.

The Parent Council may co-opt up to 5 people, of which at least one must be a member of the church or denominational body in whose interest the school is conducted, to assist it with carrying out its functions. The others may include a staff member and 3 pupils from the school and ECO councils.

Co-opted members will be invited to serve for a period of 2 years, after which time the Parent Council will review and consider the requirements for co-opted membership.

Each member of the Parent Council shall have one vote and resolution shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberate and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available of request to any member of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

## **7. MEETINGS**

The Parent Council will meet at least once in every school term.

At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form quorum.



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All Parent Council meetings will be open and any member of the Parent Forum may attend although they will not have voting rights. (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/her representative, can attend.)

Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.

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 two term weeks' notice of date, time and place of the meeting.

If 10% of members of the Parent Forum 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 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.

## **8. FINANCE**

The funds of the Parent Council 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 against the signatures of at least two office bearers.

The Treasurer will be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance 6 weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

*The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the parent Council and whom everyone trusts.*

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

## **9. CHANGES TO THE CONSTITUTION**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## **10. DISSOLUTION**

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children, the school and/or local authority as necessary.