

**Stane Primary School & Nursery Class  
Parent Council Constitution**

1. This is the constitution for Stane Primary School and Nursery Class Parent Council.
2. The objectives for the Parent Council are:
  - To work in partnership with the school to create a welcoming school/nursery which is inclusive for all parents.
  - To promote partnership between the school/nursery, 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 school/nursery and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of four parents of children attending the school/nursery and a maximum of 12. A fundraising committee can consist of a further 12.
4. Any parents of a child at the school/nursery 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 may be offered the opportunity of any sub-groups set up by the Council.
5. The Parent Council may co-opt up to three others to assist with carrying out its functions. These could be members of the school/nursery, from the local Church or members of the local community.

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

6. If the Parent Council decide to have a Chair:
  - The parent Council will be chaired by a parent of a child attending Stane Primary School & Nursery Class.
  - If the child ceases to be a pupil, a new chair will be agreed at the next meeting of the Parent Council. The Parent Council can select other Office Bearers on an annual basis.
7. The Parent Council is accountable to the Parent Forum for Stane Primary School and Nursery Class and will make a report to it at least once each year on its activities on behalf of all the parents.

If five 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 Parent 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. 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 2 weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and its committee(s)
  - Selection of the new Parent Council
  - Discussion of issues that members of the Parent Forum may wish to raise
  - Approval of the accounts and appointment of the auditor.

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

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.

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 weeks notice of the date, time and place of 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 parent members agree. Termination of membership would be confirmed in writing to the member.

10. Copies of the minutes of all meetings will be available to all parents of children at Stane Primary School and Nursery Class and to all teachers at 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 Head teacher can attend.
12. If the Parent Council decides to have a Treasurer, he/she 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 one other Parent Council member.

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. 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.
14. 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/nursery, where this continues.