



Steps Primary Parent Council Constitution September 2021



1. This is the constitution for Steps Primary Parent Council. This includes Steps Primary School and Nursery.
2. The objectives of the Parent Council are:
 - To work in partnership with the school and nursery to ensure a warm welcome which is inclusive for all parents
 - To promote partnership between the school and 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 the school and nursery and other matters affecting the education and welfare of the pupils.

3. The membership will be a minimum of three parents of children attending the school or nursery. The maximum size is twelve.

4. The Parent Council will be selected for a period of two years. Any parents of a child at the school or 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 random selection. A waiting list of any volunteers will be maintained and referred to at each Annual Meeting to ensure a fair rotation of Council members.

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.

5. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

The Parent Council will be chaired by a parent of a child attending Steps Primary School and Nursery. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Chair, Secretary and Treasurer will stand down after two years. All can remain as Council members if they wish. Existing Council members will be invited to fill the office bearers' posts at that time. If there are no volunteers to fill the posts, the existing holders can re-volunteer.

6. The Parent Council may invite up to three co-opted members including teaching and support staff in the school and nursery to the Council, to assist it with carrying out its functions.

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

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

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

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 aim to give all members of the Forum at least one week's 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 August or 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 one week 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. A minimum of three members of the Parent Council, of which one must be an office bearer, must be present to allow the meeting to proceed.

Should a vote be necessary to make a decision, each Parent Council 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 week's notice of date, time and place of the meeting.

10. Copies of the minutes of all public meetings will be available to all parents of children at Stepps Primary School and Nursery and to all teachers at the school and nursery. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council, or the Chair of the Parent Council.

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 their 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 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 the majority of members of the Parent Forum. 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 and nursery, where these continue.