



St. Patrick's Primary School Parent Council Constitution



1. This is the constitution for St. Patrick's Primary School Constitution.
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 and all of its parents.
 - To develop and engage in activities which support the education and welfare of 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. The membership will be a minimum of 3 parents attending the school and a maximum of 13.
4. Any parent of a child at St. Patrick's Primary School or Nursery Class 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 drawing names. 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 Parent Council may co-opt between 2 and 4 members to assist with carrying out its functions. At least one of these must be a representative of the Church. Other co-opted members may be representatives of business, the community or school staff. The Parent Officer for the school may also be selected.

Co-opted members will be invited to serve for a period of one year initially, with an option for the Parent Council to extend this period up to 3 years after which time the Parent Council will review and consider the requirements for co-opted membership.

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

6. The Chair, Vice Chair, Secretary and, where appointed the Treasurer will be agreed by the Parent Council members immediately following its formation. Office bearers will be appointed by the Parent Council on an annual basis at the annual meeting of the Parent Forum.

A parent of a child attending St. Patrick's Primary School will chair the Parent Council. If the child ceases to be a pupil, the role of chair will be taken over by the Vice Chair until a new chair is appointed at a special meeting or at the annual general meeting.

7. The Parent Council is accountable to the Parent Forum for St. Patrick's Primary School and will make a report to it at least once a year on its activities on behalf of the parents.

If 15 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 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 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 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 of 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.

If a Parent Council member, repeatedly and following warnings, acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership shall be terminated if 75% of the members agree.

10. Copies of the minutes of all meetings will be available to all parents of children at St. Patrick's Primary School and to all staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and the school office.
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/her representative, can attend.
12. Where appointed, 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 account 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 auditor appointed at the previous Annual Meeting will audit the Parent Council accounts. 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 (or schools), where this continues.