



Whitelees Primary School and Nursery Class

Parent Council

Constitution

Parents in Partnership



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Constitution

1. This is the constitution of Whitelees Primary School and Nursery Class Parent Council
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 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.
3. The membership will be a minimum of four parents and a maximum of fourteen parents of children attending the school. Should the number of parents exceed the number of vacancies, then lots will be drawn to complete the Council member quota. The quorum will consist of at least three parent members attending.
4. The Parent Council will be selected for a period of two years after which they may put themselves forward for reselection if they wish. Parents of children at the school can volunteer to take part by completing a pro forma which will be issued by the school.
5. The Parent Council may co-opt up to four members to assist it with carrying out its functions. A co-opted member could be a member from the community or the teaching staff. The number of parent council members on the parent council must always be greater than the co-opted members. 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.
6. The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council.
7. The Parent Council must be chaired by a parent of a child attending Whitelees Primary School and Nursery Class.
If a vacancy arises for the Office Bearer, then the Office Bearer(s) will be agreed at the next meeting.
8. The Parent Council is accountable to the Parent Forum for Whitelees 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.
9. If 20 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 two weeks' notice of the meeting and at the same time, circulate notice of the matter, or matters to be discussed at the meeting.

10. An annual report will be made available and issued to Parents at the AGM in Term 1 each year.
11. The Parent Council will meet as often as deemed necessary but at least four times a year.
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 the parent members agree. Termination of membership would be confirmed in writing to the member. Likewise, if a Parent Council member fails to attend two consecutive meetings without giving apologies their membership will be terminated. Similarly, if a Parent Council member fails to play an active role in the group examples including helping at events, contributing to discussions or voting on important matters their membership will be terminated.
12. Copies of the minutes of all meetings will be available to all parents of children at Whitelees Primary School and Nursery Class and to all staff at the school. Copies will be available from the school website.
13. Meetings of the Parent Council shall be open to the parent forum, 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. Attendance/apologies must be given at meetings.
If a Treasurer is needed then they will open a bank account 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 Report. The Parent Council accounts will be audited prior to the Annual Report in October each year. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
14. 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 responsible time to respond to the proposal.
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 this continues.