

Parent Council Constitution – Grandtully Primary

Updated 06/02/25

Objectives

- To work in partnership with the school to create a welcoming environment which is inclusive for all parents.
- To promote positive partnerships between the school, its pupils, parents and the wider community.
- To develop and engage in activities which support the education and welfare of the pupils and raise funds where needed.
- To identify and represent the views of parents with respect to the education provided by the school and other matters affecting the education and welfare of the pupil, including appointment of senior staff as appropriate.

Membership

All parents of children at Grandtully Primary School are members of the Parent Council (PC). Parents can choose to be active or less active members of the Parent Council, there is no obligation to participate. Every parent at the school has a voting right. However, where a vote is required (circumstances below), a minimum of 25% of parents of children at the school is required.

Committees

PC Working Group

At the start of each year, a PC Working Group should be established by the Chair. This group should include:

- Chair, VC (if exists), Treasurer and any members of the Social and Fundraising Committee (SFC)
- Any other nominations

This group's remit is not decision making, but to allow quick communications with the HT and school, liaison and co-ordination on events and other activities as required. The Group should meet as required, but ensure the full PC are kept up to date and consulted on any decisions etc.

Social and Fundraising Committee (SFC)

If it is felt a Social and Fundraising Committee would be helpful to facilitate fundraising and events, a Committee can be formed on an Annual basis.

All PC members can join The Social & Fundraising Committee - they can choose to meet separately to plan and organise various social and fundraising events on the calendar each year. The committee reports to the main Parent Council. This subcommittee can choose to appoint their own co-ordinator and should ensure that minutes are recorded.

Voting/ Quorate

On key matters there may be a requirement for a vote of members. A quorate of 25% of PC members is required for voting. Matters where a vote may be required could include:

- Election of new Chair, VC, Secretary

- Decisions where the school has asked the PC to reach a decision
- Any other matters as determined by Chair, VC and Secretary

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**, as well as a deliberate vote in the event of a tie.

Confidentiality

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, the Head Teacher shall determine with the Chair of the Parent Council appropriate attendance at the meeting.

Business Meetings and Annual General Meetings

The main items for the business meeting agenda will be set at the previous meeting and any additional items to be intimated to the Secretary at least 5 days before the meeting and an agenda will be sent out 1 week prior to the meeting to all members of the Parent Council. Copies of the minutes will be sent by the Secretary to the Parent Council and stored by the school. **A copy of all minutes from the meetings should be made available on the school website.**

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

Members should inform the Secretary in advance if they are unable to attend meetings.

AGM

The Annual General Meeting will be held in June of each year. A notice of the AGM including date, time and place will be sent out to all members of the Parent Forum at least 2 weeks in advance. The meeting should include:

- election of office bearers and a treasurers report.
- approval of the accounts and appointment of the auditor

Office Bearers

Roles

The PC must appoint annually the following posts:

- Chair
- Treasurer

The posts of :

- Vice Chair (VC)
- Secretary

Are optional, but not essential.

Length of service – The above posts can all be held for a maximum of two years unless there are nominations for other postholders, and assuming postholders are happy to continue in post.

If more than one member of the Parent Council wishes to stand for election to an office a vote and a PC meeting should take place. A quorate would be required for this.

Responsibilities and Liabilities

Attendance

Attendance of HT and Chair or VC is essential. Ideally the Secretary would attend. No other attendance of parents or other staff members is compulsory. If voting is required, 25% of parents are required (see above re quorate) but a meeting can be held without the quorate.

Postholders (HT, Chair, VC) must aim to attend all meetings, except in exceptional circumstances. If a Postholder is not in attendance at more than 2 meetings per year they should stand down and an alternative found. The postholder roles are considered to be active roles.

Behaviours, Attendance, Contributions

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.

The Parent Council is responsible for the following:

- a) The GP Yurt:

Funding Source(s) and Ownership

The Yurt has been fully funded by Grandtully Parent Council. The yurt was gifted to Grandtully Primary School in 2023 from the Parent Council. Funding to the Parent Council for the Yurt was provided in a grant from SSE Renewables.

Maintenance

A yurt requires little or no maintenance other than being treated responsibly and with care. Red Kite Yurts (where it was purchased) will provide an **annual inspection** and as the structure is very much a temporary one it can even be taken down in a matter of hours and stored over the summer holidays. During extremely windy conditions, care should be taken to ensure it is appropriately staked.

The cost for the annual inspection is £50 and the Parent Council will set aside a £500 fund for this for 10 years. The Parent Council should organise this annual inspection and liaise with the school.

Annual school trips and School Tuck

An allocation of c£3,000 to cover the above for transport that the school may require during the year and healthy tuck should be raised and allocated to this area by the PC unless this is deemed by the PC no longer required. A vote would be required to remove this commitment.

Updates

This Constitution should be reviewed annually at the AGM (or elsewhere as appropriate) and any updates/ amends agreed and made by the PC.