

Constitution of Cleish Primary School Parent Council

Throughout the Constitution the term parent will be taken to mean parent or carer.

1 **Aims**

- Supporting the school in its work
- Reporting to the Parent Forum

2 **Objectives**

- To promote partnership between the school, the pupils, the parents and the community
- 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 pupils.

3 **Parent Membership**

- a The membership will be a maximum of eight members of the Parent Forum. The lower limit will be three. Should a member of the Parent Council cease to be a member of the Parent Forum he/she will immediately cease to be eligible.
- b Election will be by means of a simple anonymous ballot carried out at the Annual Meeting. The votes will be counted by the Headteacher or his/her representative.
- c The Parent Council members will be selected for a period of two years after which they may put themselves forward for re-selection if they wish.
- d If a Parent Council member acts in away that is considered by the other members to undermine the objectives of the Parent Council, his/her membership shall be terminated if the majority of the Parent Forum, who attend a special meeting to consider the matter, agree. In such a situation termination of membership will be confirmed in writing to the member.

4 **Co-opted Members**

- a The Parent Council will endeavour to co-opt two members from the local community to assist it with carrying out its functions.
- b The members co-opted from the local community will not be members of the Parent Forum or members of the teaching staff.
- c A co-opted member from the local community will be elected to serve for two years. He/she may serve for a further period if that is the desire of the Parent Council.

5 Staff Member

- a The Council will endeavour to co-opt up to one member of the teaching staff (including a part time teacher) or member of the support staff (including a part time member of the support staff) to assist it with carrying out its functions.
- b The school staff will be responsible for nominating the staff member to serve on the Parent Council.
- c The school staff member will be co-opted to serve for two years. He/she may serve for another period if that is the desire of the school.
- d The staff member will not be a member of the Parent Forum.

6 The Headteacher

- a The Headteacher cannot be the staff member of the Parent Council but the Head Teacher has a right and duty to attend Parent Council meetings or be represented.
- b The Headteacher must report at least once per year to the Parent Council with regard to the most recent Standards and Quality Report of the school and the current School Development Plan.

7 Office Bearers and Clerk

- a The Chairperson and Vice Chairperson of the Parent Council will be agreed by the Parent Council members at the Annual Meeting.
- b The Chairperson and the Vice Chairperson must be parent members of the Parent Council.
- c The Chairperson and the Vice Chairperson will be elected to serve for two years unless they cease to become members of the Parent Forum within that period. The Chairperson and Vice Chairperson may be elected to serve for a further period if that is the desire of the Parent Council.
- d The Parent Council will endeavour to appoint a paid Clerk. The Clerk cannot be a member of the Parent Forum. The Clerk will make arrangements for the Parent Council meetings, prepare and issue agenda papers, attend meetings, write minutes, take follow-up action, maintain records of members and maintain the accounts.
- e If the Council is unable to secure the duties of a Clerk the Council will appoint a Secretary and a Treasurer from within its number.

8 **Quorum**

The quorum for a meeting of the Parent Council must not be less than four, two of whom must be parents.

9 **Accountability**

- a The Parent Council will meet at least four times in every school year.
- b The Parent Council is accountable to the Parent Forum for Cleish School and will make a report to it at least once each year on its activities on behalf of all the parents.
- c Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Headteacher, or his or her representative, can attend.
- d 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 two weeks in advance. The meeting will include
- a report on the work of the Parent Council and its committee
 - selection of the new Parent Council
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts
- e 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 the date, time and place of the meeting.
- f If 20 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council will arrange this. The Council will 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.
- g Copies of the minutes of all meetings will be available to all parents of children at Cleish School and to all teachers at the school. Copies will be available from the Clerk (or Secretary) to the Parent Council and from the school office.

10 **Finance**

- a THIS WILL BE A STATEMENT ABOUT THE BUDGET SUPPLIED BY THE LOCAL AUTHORITY. IT WILL BE INSERTED WHEN THE AUTHORITY MAKES THE FINANCIAL ARRANGEMENTS KNOWN TO US.
- b The Parent Council can raise funds by any means other than by borrowing and can receive gifts. The Parent Council can decide how it expends any such monies but should consider the general view of the Parent Forum as well as the views of the school staff.

- c The Chairperson will have ultimate responsibility for the budget provided by the local authority and any monies raised from other sources but may delegate the day to day running of the finances to the Clerk.
- d The Clerk 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 approved by an independent person who is qualified to do so prior to the Annual Meeting.
- e If no paid Clerk is appointed the Parent Council will appoint a Treasurer from within its number and 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.
- f The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- g 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.

11 **Voting**

Should a vote be necessary to make a decision, each member of the Parent Council at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie.

12 **The Constitution**

The Parent Council, may with consent from the majority of the Parent Forum, who respond to a consultation, amend or replace the constitution.