

CONSTITUTION

NAME

The name of the association shall be Madderty School Parent Council. The Parent Council shall be non-political, non-sectarian, open and inclusive.

OBJECTIVES

The objectives of the Parent Council shall be to advance and improve the quality of education for pupils of Madderty school and, in particular.

- a) to work in partnership with the school to create a welcoming environment which is inclusive for all parents
- b) to encourage the recognition of the views of parents and promote parental participation in matters affecting the education of pupils at Madderty Primary School
- c) to provide a formal mechanism for communications between the school and parents
- d) to encourage partnerships between staff, parents, pupils, community and any others associated with the school
- e) to engage in activities which support both the school, and the education and welfare of the pupils

It is expressly declared that the parent council is established for charitable purposes only.

MEMBERSHIP

- a) All parents / guardians with a child at Madderty Primary School are members of the PARENT FORUM
- b) The PARENT COUNCIL is a group of parents / guardians selected by the parent forum to represent all the parents / guardians.

The PARENT COUNCIL will consist of not less than three and not more than ten members, this includes the office bearers

The office bearers shall be; Chairperson

Secretary

Treasurer

Parents / guardians may volunteer or be proposed to be members of the parent council at the AGM. In the absence of any objection these parents / guardians will become members. In the event of greater numbers of nominations than vacancies to be filled, voting will take place with the Chairperson having the casting vote in the event of a tie.

CONSTITUTION

One member of school staff (not the HT) may serve on the parent council at any one time.

The member of school staff shall be elected by the staff at Madderty Primary School. Staff may not hold the position of Chairperson.

Members of the PARENT COUNCIL shall retire after three years but may be eligible for re-election. No member shall serve more than two consecutive terms of three years.

Office bearers shall be agreed by the members of the new parent council at the AGM.

Office bearers shall retire after two years but may be re-elected for another two year term. No member will serve in one office for more than four consecutive years.

Between Annual General Meetings any vacancies on the parent council may be filled by co-option

A member of the Parent council failing to attend three consecutive meetings without good reason may be deemed to have retired from the parent council

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 would be confirmed in writing to the member.

Members of the Parent council ceasing to be a parent / guardian of a child attending Madderty Primary school shall cease to be a member of the parent council.

COMMITTEE MEETINGS

Meeting of the parent council shall be held as required, with a minimum of one meeting per school term.

For the meeting to proceed a minimum of three members including at least one office bearer must be present.

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

The secretary shall be responsible for the keeping of accurate minutes of all meetings. These shall be emailed to the school and placed on the parent page of the school website for access to all in the parent forum within ten working days.

An agenda for the meeting will be sent via WhatsApp to the parent council members group at least two weeks prior to the meeting to establish confirmed attendance. The parent forum will then be informed via email from the school office at least one week prior to the meeting.

Any member of the parent forum is welcome to attend parent council meetings

The head teacher (or representative) has the right and duty to attend all parent councils' meetings unless previously agreed by the Head teacher and the Parent council.

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ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

The annual general meeting shall be held in September.

The notice calling the meeting together and agenda shall be sent by email from the school to all members of the parent forum at least two weeks in advance of the meeting

The business shall include.

Approval of minutes from previous AGM/EGM

Chairs report (Summary of objectives of the parent council)

Treasurer report (summary of the accounts for the previous school year)

Committee election (office bearers, Chair, Secretary, Treasurer, up to seven council members)

Revise constitution as appropriate

Discussion of issues the members of the parent Forum may wish to arise

The parent council shall have the power to call an Extraordinary general meeting, or one may be called on the requisition of no less than five members of the parent forum. Notice of the meeting shall be sent to members of the parent forum not less than two weeks in advance of the meeting. Only the business stated in the notice calling the meeting may be transacted at the meeting

At all general meetings AGM / EGM a minimum of five members requires to be present.

FINANCE

The funds of the parent council shall be logged in the Bank of Scotland Parent council account. Withdrawals and payments will be made via direct online banking. Accounts will be verified by two office bearers.

The parent council shall be responsible for ensuring that all funds are used in accordance with the objectives of the parent council

The treasurer shall be responsible for keeping an accurate record of the financial transactions of the parent council and provide a summary of this at each parent council meeting. The books shall be brought to balance annually and the accounts shall be examined by an independent responsible person who shall be appointed by the parent council. The accounts shall be submitted at the AGM for adoption.

CHANGES TO CONSTITUTION

The parent council may amend the constitution after obtaining a majority agreement from the members of the parent forum in attendance at the AGM/EGM. Members of the parent forum will be sent a copy of any proposed amendments and given reasonable time to respond.

CONSTITUTION

THE PARENTAL INVOLVEMENT ACT (2006)

According to this ACT the education Authority (PKC) are required to:

Involve parent councils in the appointment of a head teacher or Deputy head teacher

Allocate parent councils reasonable funding to enable the council to carry out its functions

DISSOLUTION

The parent council may be dissolved only at an Extraordinary General Meeting, the notice being sent to all parents at least two weeks in advance of the meeting. The decision to dissolve will be taken by simple majority of members of the parent forum present.

Any assets remaining on dissolution of the parent council shall be given to the school fund. If this is not possible the assets will go to the local education authority