

Bargarran Primary School Parent Council Constitution

1.0 This is the constitution for Bargarran Primary School Parent Council.

1.1 For day to day operational activities, Bargarran Primary School Parent Council will be referred to as Bargarran Primary School Parent Partnership.

2.0 The objectives of the Parent Council are:

- To work in partnership with Bargarran Primary School and local community to create a welcoming and nurturing school which is inclusive for all members of the Parent Forum*.
- To promote partnership between Bargarran Primary School, its pupils and the Parent Forum*.
- To develop and engage in activities which support the holistic education, development and welfare of the pupils.
- To identify and represent views of the Parent Forum* pertaining to education provided by Bargarran Primary School and other matters affecting the education and welfare of the pupils.
- To organise social activities and events for pupils and their families.
- To undertake fundraising for the benefit of Bargarran Primary School and the pupils.

3.0 Any member of the Parent Forum* may volunteer to be a member of the Parent Council. The Head Teacher of the school, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at the Parent Council meetings.

3.1 As a minimum, there shall be a minimum of six parents of children attending the school.

3.2 The maximum number of parent members shall be 20.

3.3 Existing members of the Parent Council whose children have left the school, may be able to continue to attend the Parent Council meetings to support the objectives of the Parent Council if there are less than 20 volunteers. They cannot be elected as an office bearer.

3.4 Existing members of school staff who attend the parent council and leave their substantive post may be able to continue to attend the Parent Council meetings to support the objectives of the Parent Council if there are less than 20 volunteers. They cannot be elected as an office bearer.

3.5 Appointment of members of the Parent Council shall take place at the Annual General Meeting (AGM). In the event that there are more than 20 volunteers, remaining places will be determined by ballot.

3.6 Where there are fewer than 20 volunteers, all shall be appointed. Vacancies may be filled at any time after the AGM should additional volunteers come forward.

3.7 Parent Council members adopting a formal role will be selected for the period up to the next AGM, after which they may put themselves forward for re-selection if they wish. There is no automatic right to re-selection and all roles shall be open to all members attending the AGM. If the vote is a tie, then the outgoing Chair has the final decision.

3.8 The Parent Council may set up sub-groups to help achieve the aims and objectives of this constitution. Any parent may be part of any sub-groups set up by the Parent Council and the Parent Council shall endeavour to encourage as many parents as possible to participate. At least one member of any sub-group will be a member of the Parent Council and will have responsibility for communicating between the sub-group and the Parent Council.

3.9 The Parent Council may co-opt non-parent members and local community members to assist with the discharge of its functions. The number of parent members on the Parent Council must always be greater than the co-opted members. Invitees will not be members of the Parent Council and will not be entitled to vote on any matter before the Parent Council.

3.10 Co-opted members will be invited to serve for a period of time as agreed with the Parent Council for less than 1 year, after which time the Parent Council will review and consider the on-going requirements for the co-opted membership.

3.11 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 to the Parent Council shall be terminated if the majority of the Parent Council agree. Termination of membership will be confirmed in writing to the member.

3.12 Unless there is prior agreement, the Parent Council meeting cannot be recorded in any format.

3.13 Parent Council members shall attend a minimum of 50% of the meetings.

4.0 The following office bearer posts will be agreed by the Parent Council member at its formation and annually at the AGM:

- Formal Chair
- Fundraising Chair
- Formal Secretary
- Fundraising Secretary
- Treasurer
- Buyer(s)
- Other agreed posts

4.1 Office bearers will be selected by the Parent Council on an annual basis at the AGM or ad hoc in the event that a post becomes vacant.

4.2 New members of the Parent Council require to sit informally on the Parent Council for 1 year prior to putting themselves forward for a formal role, in order that they can gain a

better understanding of the workings of the Parent Council and fully appreciate the requirements of the role they may be considering.

4.3 If office bearers are unable to fulfil the duties of their role for any reason during their term in office, the onus is solely on the bearer to make alternative arrangements for another member to step up and cover their responsibilities for said event, meeting etc.

4.4 Should an office bearer for any reason chose to give notice of their role, or leave the Parent Council altogether, there is an expectation on the bearer to commit to return to the next Parent Council meeting or AGM (whichever falls first) to offer formal handover of their role to the Parent Council or their successor (if known).

5.0 The Parent Council is accountable to the Parent Forum* of Bargarran Primary School and will make a report to parents at least once per year on its activities.

5.1 If 80% of the Parent Forum* request a special general meeting to discuss issues falling within the Councils remit, the Parent Council shall arrange this. The Parent Council shall give parents at least 2 weeks notice of the meeting and at the same time circulate notice of the matter(s) to be discussed at the meeting.

6.0 The AGM will be held in August or September of each year. A notice of the meeting including date, time and venue will be sent to the Parent Forum* at least 2 weeks in advance. The meeting will include:

- A report of the work of the Parent Council
- Selection of the new Parent Council members
- Election of the Parent Council office bearers
- Approval of the accounts

7.0 The Parent Council will meet at least once every school term.

7.1 Should voting be necessary to make a decision, each Parent Council member present at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Should a Parent Council member be unable to attend a meeting, email votes are acceptable and will be included in the vote numbers providing the email is received by the Chair 24 hours in advance of the meeting.

7.2 51% of the Parent Council members can request an additional meeting is held. All members of the Parent Council will be given at least 1 weeks notice of the date, time and venue of the meeting.

7.3 All in attendance at the Parent Council meeting shall behave in a respectful manner, this is inclusive of any non-Parent Council member in attendance. In addition to point 7.3, the Chair reserves the right to:

- request the person who is behaviour is inappropriate to leave the meeting.
- adjourn the meeting due to inappropriate behaviour.

8.0 Copies of the minutes of all meetings will be available to the Parent Forum*, Pupils and Teaching Staff. Copies will be made available by the Secretary to the Parent Council, Head Teacher and school office. The minutes will also be published in the Parent Council section of Bargarran Primary School website.

9.0 Meetings of the Parent Council shall be open to all members of the Parent Forum*, unless the Parent Council is discussing an issue which it considered should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council, the Head Teacher or their nominated deputy can be in attendance.

10.0 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.

10.1 The Treasurer will keep an accurate record of all income and expenditure. The Treasurer will provide a summary of this for all Parent Council meetings and a full account for the AGM. The Parent Council accounts will be audited by the auditor appointed by the Parent Council at the meeting preceding the AGM.

10.2 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

11.0 The Parent Council may change its constitution at any time after obtaining consent from Parent Council members. The Parent Forum* will be able to view the updated/amended constitution and provide comments prior to the final version being agreed.

12.0 Should the Parent Council cease to exist, any remaining funds will be passed directly to Bargarran Primary School to be used for the benefit of the pupils.