



Parent Council
Constitution
Updated March 2018

Cochrane Castle Primary School Parent Council Constitution

This is the constitution for Cochrane Castle Primary School Parent Council.

Objectives

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, all its parents and the wider community;
- To develop and engage in activities which support the education and welfare of the pupils; and
- 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.

Membership

The membership will be a minimum of three parents of children attending the school. The maximum size is 12, two thirds of which should be parents (i.e. 8 parents) of children attending the school.

The Parent Council will be selected for a period of up to two years, after which members may put themselves forward for re-selection if they wish, as long as they still have a child attending the school.

A parent can only be a member of the Parent Council if she or he is a member of the parent forum i.e. has a child at the school.

Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names out of a hat. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the council. Any such sub-groups will be determined by the Parent Council as need arises.

A quorum is required and will be made up of the attendance of at least three parent members at any Parent Council meeting.

The Parent Council may co-opt up to three members, within the upper limit of four, to assist it with carrying out its functions. One-third of the Parent Council will be reserved for co-opted members including teaching and support staff in the school, local councillors, pupils, community members or business people and others. Co-opted members will have a vote.

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.

If the Parent Council chooses to set up sub-groups, they should each involve at least one member of the Parent Council. Other members of the parent forum and school community may be co-opted to sub-groups. Sub-groups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members on the sub-group will be responsible for liaison with the Parent Council.

If a child is no longer at the school, the parent has to stand down and the Parent Council has to seek a new volunteer to join the council. If the search identifies more than one willing parent the selection should be made by drawing names out of a hat.

Office Bearers

The chair and other office bearers of the council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis and only parent members will be eligible to vote for office bearers. The Parent Council will be chaired by a parent of a child attending Cochrane Castle Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

The Parent Council is accountable to the parent forum for Cochrane Castle Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

Meetings

If 30 or 33% (whichever is the lesser) members of the parent forum request, in writing, 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.

The annual meeting will be held in autumn 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(s);
- selection of the new Parent Council;
- discussion of issues that members of the parent forum may wish to raise; and
- approval of the accounts and appointment of the auditor.

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

Voting

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 in the event of a tie.

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 date, time and place of the meeting.

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, following a hearing (or meeting) with the member involved. Termination of membership would be confirmed in writing to the member.

Copies of the minutes of all meetings will be available to all parents of children at Cochrane Castle Primary School and to all teachers at the school. Copies will be available from the secretary or clerk to the Parent Council and from the school office.

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, only members of the Parent Council, the Head Teacher, or his or her representative, and anyone specifically invited to the meeting such as the Director of Education and Leisure Services can attend.

Finance

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 two other Parent Council members.

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. The Parent Council accounts will be audited by the auditor appointed at the previous annual meeting.

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

The constitution will be subject to ongoing review to enable the Parent Council to function more effectively.

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 in the case of joint councils). If the school is closing or amalgamating the funds will be passed to the future school(s) which the pupils will attend.

The Parent Council may apply for and/or receive gifts or grants subject to the approval of the Parent Council and the Education Authority.