

**Constitution
for
Inchinnan Primary School Parent Council**

1. This is the constitution for Inchinnan Primary School Parent Council
2. 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, its parents and the wider community
 - to develop and engage in activities which support the education and welfare of the 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 the pupils
 - to promote fundraising and social activities
3. The membership will be a minimum of three parents of children attending the school. The maximum size is 15, two thirds of which should be parents of children attending the school. The Parent Council reserve the right to amend membership to meet the needs of the school.
4. The Parent Council will be selected for a period of three 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.
5. Any parent 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 subgroups set up by the Council.
6. The Parent Council may coopt up to five members, within the upper limit of 15, to assist it with carrying out its functions. Two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership may be reserved for coopted members including teaching and support staff in the school, local councillors, pupils, community leaders or business people and others.
7. Coopted members will be invited to serve for a period of three years, after which time the Parent Council will review and consider requirements for coopted membership.
8. If the Parent Council choose 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 coopted 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. All sub groups will provide minutes of meetings for the Parent Council.

9. The Chair and other office bearers, including fundraising coordinator, 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. The Parent Council will be chaired by a parent of a child attending Inchinnan Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
10. The Parent Council is accountable to the Parent Forum for Inchinnan Primary School and will make a report to it at least once each year on its activities on behalf of all the parents in June.
11. 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 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
12. 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 2 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
 - approval of the accounts and appointment of the auditor.
13. The Parent Council will meet at least once in every school term. There should be a quorum of 5 members the majority should be parents.
14. 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. A simple majority is necessary to decide any issue.
15. 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.
16. 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.
17. Copies of the minutes of all meetings will be available to all parents of children at Inchinnan Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council, from the school office and on the website.
18. 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 headteacher, or his or her representative, and anyone specifically invited to the meeting such as the director of education and leisure services can attend.

19. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. All office bearers will be signatories and withdrawals will require the signature of two of the office bearers.
20. 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.
21. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
22. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of a proposed amendment and given reasonable time to respond to the proposal.
23. 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. If the school is closing or amalgamating the funds will be passed to the schools which pupils will attend.