

# **Inchinnan Primary School Parent Council Constitution**

## **Aims**

1. To work in partnership with the school to create a welcoming school that is inclusive for all pupils and parents
2. To promote partnership between the school, its pupils, the parent forum and the wider community.
3. To assist communication and co-operation between parents and teachers.
4. Discuss matters of mutual interest and represent views of parents on matters relating to the education and welfare of pupils.
5. Develop and engage in activities and fundraising that both support and advance the education of pupils.

## **Powers**

The Parent Council shall have the power to do anything considered by them to be in furtherance of these aims, but remembers that they are there to represent the views of the parent forum.

## **Number of members**

The membership will be a minimum of four parents of children attending the school. The maximum size is 15, two thirds of which should be parents of children attending the school. The remaining third may be reserved for co-opted members including teaching and support staff at the school, local councillors or relevant others. The Parent Council reserve the right to amend membership to meet the needs of the school.

In the event that the number of volunteers exceeds the number of places, members will be selected by drawing names out a hat.

## **Annual General Meeting**

The Annual General Meeting (AGM) shall be held each year. The notice calling the meeting shall be sent to the parent forum at least two weeks in advance.

The business shall include:

- The work of the Parent Council.
- Approval of accounts.
- Appointment of an individual who will review the annual accounts.
- Any resolutions submitted by the parent forum.
- Election of members to serve on the Parent Council.

At all general meetings, the quorum shall consist of four members of the Parent Council.

The Parent Council or the Chairperson / Vice Chairperson / Treasurer of the Parent Council shall have the power to call an Extraordinary General Meeting.

## **Parent Council Membership**

The membership consists of parents and carers of children attending Inchinnan Primary School, as selected by the parent forum.

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a two-year term and be eligible for re-election as long as they still have a child attending the school. Parents shall always form the majority of the Parent Council.

The office bearers will be Chairperson, Vice-Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

Inchinnan Primary School Parent Council aims to have a member representing each year group, if possible.

The Head Teacher, or her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to five people, within the upper limit of 15, to help carry out its functions. The co-opted members shall retire at the AGM, but will be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a PC member and one vote as Chair. The Chairperson casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available on request to any member of the parent forum.

A meeting of the Parent Council failing to attend three consecutive meetings without reason or apologies may be deemed as having retired from the Parent Council.

### **Meetings**

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council, four Parent Council members shall form a quorum.

Parent Council meetings shall be open and any member of the parent forum may attend although they will not have voting rights.

The Parent Council has the right to meet in private during discussion of any matter which the Parent Council considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council, the Headteacher or her representative, and anyone specifically invited to the meeting, such as a council representative can attend.

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.

The Parent Council will not discuss or become involved in individual cases. General policy matters can be discussed, however individual cases will be addressed by the school or the appropriate agency.

All attendees are expected to always be courteous and act in a way that is in keeping with the aims and objectives of 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 parent members agree. Termination of membership will be confirmed in writing.

**Finance**

The funds of the Parent Council shall be lodged in a bank, building society, or other account in the name of Inchinnan Primary Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two Parent Council office bearers.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the parent forum. A summary of income and expenditure will be provided at each meeting.

The Parent Council shall be responsible for ensuring that all property / money received by/ for the parent forum / Council shall be applied for the aims of the Parent Council.

**Accountability**

The Parent Council is accountable to the parent forum and will make a report at least once a year on its activities on behalf of all parents.

**Changes to the Constitution**

The Parent Council may change its constitution by sending the proposed amended version to the parent forum and give them reasonable time to respond to the proposal.

**Dissolution**

In the event that the Parent Council ceases to exist, any remaining funds should be distributed for the benefit of the children at Inchinnan Primary School and/or the Local Authority as necessary.

Constitution updated November 2021.

Ref - Constitution/Nov2021 - Acknowledgement to Connect