

CONSTITUTION

Kilbarchan Primary School Parent Council

AIMS

- a) to promote close co-operation and communication between parents and school staff
- b) to promote equality, fairness and inclusivity
- c) to identify and discuss matters of mutual interest relating to the education and welfare of pupils and to represent the views of parents/carers on such matters
- d) to engage in activities which support and advance the education of pupils attending the school
- e) to support the school by way of fundraising and social events.

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

NUMBER OF MEMBERS

The membership consists of parents/carers of children attending Kilbarchan Primary School as selected by the Parent Forum. The Parent Forum is defined as all parents and carers of children attending Kilbarchan Primary School.

There are four office bearers (Chair, Vice-Chair, Treasurer and Secretary) and there is no maximum limit to the number of non-office bearing members.

GENERAL MEETINGS (ANNUAL OR EXTRAORDINARY)

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

The business of an AGM shall include:-

- a) a report of the work of the Parent Council and any subcommittees
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts for the forthcoming year
- d) any resolutions submitted by the Parent Forum
- e) election of office bearers to serve on the Parent Council

Two members of the Parent Council or four of the Parent Forum shall have power to call an Extraordinary General Meeting (EGM). An EGM can be called if a major problem or issue with the constitution arises during the year, such as evidence of financial irregularities or the resignation of the Chair or Treasurer.

The notice calling an EGM shall be sent to the Parent Forum at least two weeks in advance. The business of an EGM will be much shorter than that of an AGM and will focus on the reason for the EGM.

At all general meetings, voting shall be on the basis of one proposer and one seconder of those parents/carers present at the meeting.

At all general meetings the quorum shall consist of 4 parents/carers.

MEETINGS

The Parent Council shall meet at least once per school term.

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council 3 members shall form a quorum.

A quorum is only valid if all the Parent Council members have been informed of the meeting at least two weeks in advance, and sent notice of the items of business.

All Parent Council meetings shall be open and any member of the Parent Forum may attend, although only Parent Council members will have voting rights.

PARENT COUNCIL MEMBERSHIP

Members and office bearers of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election provided they still have a child in the school.

Office bearers will be parents or carers of a child attending Kilbarchan Primary School. If the child of an office bearer ceases to be a pupil, a replacement office bearer will be chosen at the next meeting. If the Chair or Treasurer resign during the year then an EGM should be called to choose a replacement.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

The Parent Council may co-opt up to a third of its members from outwith the Parent Forum to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents whose children have now left the school or local community members.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote 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's 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 be responsible for circulating minutes to members and making available to the Parent Forum, eg. by uploading onto the school website.

An office-bearer of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

If a member acts in a way that is not within the aims/objectives of the Parent Council, is abusive or brings the group into disrepute they will be asked to retire from the Parent Council.

SUBCOMMITTEES

If the Parent Council choose to set up subcommittees, they should each involve at least one member of the Parent Council. Membership should be reviewed annually.

Other members of the Parent Forum and school community may be co-opted to subcommittees. Subcommittees will last as long as required to carry out their tasks.

The Parent Council members on the sub group will be responsible for liaison with the Parent Council.

Parent Council subcommittees are bound by this Constitution in the same way as the Parent Council, particularly with regard to finances.

FINANCE

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

Banking

The funds of the Parent Council shall be lodged in a bank or building society account in the name of the Parent Council. Withdrawals will be made against the signatures/internet banking approval of at least two named Parent Council office bearers.

Monies out

All monies going out of the Parent Council bank account must be associated with an invoice or receipt. All invoices and receipts must be handed or emailed to the Treasurer. Payments should be made by internet banking if possible.

Cash purchases must be approved in advance by an office bearer and will only be reimbursed on presentation of a receipt.

Monies in

All cash received without corresponding invoices/receipts (eg. from fundraising events) should be counted by at least two office bearers at the location of the event. The date, amount and event details should be recorded on a takings sheet, which should be signed by both people counting.

Cash must be deposited by the Treasurer or designated office bearer into the Parent Council bank account. Cash should be banked straight after an event if possible and if not it should be held in the school safe.

Members should not hold Parent Council money in their homes unless absolutely necessary and this must in no circumstances be over £1000. A takings sheet corresponding to any such cash must have been recorded in beforehand, as above.

All other monies coming into the Parent Council bank account shall be associated with an invoice or receipt.

Treasurer responsibilities

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council, including all invoices and receipts.

The Treasurer shall provide a summary of the income and expenditure for each Parent Council meeting.

The books shall be brought to balance in advance of the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the Parent Council and whom everyone trusts.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting, at least two weeks in advance, and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds will pass to the Local Education Authority to use for the benefit of the school.

ACKNOWLEDGMENTS

This Constitution is based on a template provided by Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB

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Seconded By: ...Catherine Macklon... Position: ...Vice-Chair.....

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