

Constitution for the Parent Council of Lochwinnoch Primary School



1. This is the constitution for the parent council of Lochwinnoch Primary School.
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 and all their parents and guardians
 - To develop and engage in activities that support the education and welfare of the pupils
 - To identify and represent the views of parents and guardians on education provided by the school and other matters affecting the education and welfare of the pupils
3. The membership will be a minimum of three and maximum of fifteen. At least two-thirds of the membership should be parents or guardians of children attending the school, including the nursery.
4. Any parent of a child at the school or nursery can volunteer to be a member of the Parent Council, as long as they have a child attending the school.
5. The Parent Council may co-opt up to five members to assist it with carrying out functions. Co-opted members may include teaching and support staff in the school, local councillors, pupils, community leaders or business people and others.
6. Co-opted members will be invited to serve for a period of a year, after which time the Parent Council will review the requirements for co-opted membership.
7. If the Parent Council chooses to set up sub groups, each sub group should include 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 any sub group will be responsible for liaison with the Parent Council.
8. The Parent Council will be chaired by a parent or guardian of a child attending Lochwinnoch Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting of the Parent Council.
9. Immediately following the formation of the Parent Council, its members will select a chair, vice-chair and treasurer and will decide whether other office bearers are required. Office bearers will be re-selected by the Parent Council on an annual basis.
10. The Parent Council is accountable to the parent forum for Lochwinnoch Primary School and will make a report to it at least once a year on its activities on behalf of all the parents.
11. If 30 members of the Parent Forum request 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.



12. The Parent Council will meet at least once in every school term.
13. 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 any subgroups or committees that it may have
 - Selection of office bearers
 - Discussion of issues that members of the Parent Forum may wish to raise
 - Approval of the Parent Council's accounts and appointment of the auditor
14. Should a vote be necessary to make a decision, each council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
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 the 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 and guardians of children at Lochwinnoch Primary School and to all teachers at the school. Copies will be available from the secretary of the Parent Council and from the school office.
18. Meetings of the Parent Council will be open to the public, unless the Parent Council is discussing an issue that 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, 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, Withdrawals will require the signature of the Treasurer and one other Parent Council member.
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 will be responsible for ensuring that all monies are spent 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 any 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 Lochwinnoch Primary School. If the school is closing or amalgamating, the funds will be passed to the schools which pupils will attend.