



Riverbrae School Parent Council Constitution.

This is the constitution for Riverbrae School Parent Council:

1. Objectives of the Parent Council.

1.1. The objectives of the Parent Council are:

1.1.1. To promote partnership between Riverbrae School (“the School”), its pupils, all parents and the community to ensure that all pupils develop their full potential leading to their lifelong activities.

1.1.2. To work in partnership with the school to create a welcoming community which is inclusive for all parents.

1.2. 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.

1.3. To develop and engage in activities which support the education and welfare of all pupils.

1.4. To plan and deliver fundraisers throughout the year to raise money to benefit all pupils and the school. This can include, but is not limited to, the purchase of equipment and resources and subsidising costs for school trips or events.

2. Reference to Parents.

2.1. Any reference to parents in this constitution shall be taken to include any guardians and/or carers of a pupil.

2.2. Parent Forum – all parents of children who attend Riverbrae School.

2.3. Parent Council – a group of members from the parent forum who represent all parents of Riverbrae School.

3. Membership of the Parent Council.

3.1. Any parent of a child at the school is automatically a member of the Parent Forum.

Any member of the Parent Forum can volunteer to be a member of the Parent Council, subject to the following provisions.

3.2. The membership of the Parent Council will be a minimum of THREE members of the Parent Forum.

3.3. The maximum size of the Parent Council is TWELVE members of the Parent Forum.

3.3.1. If the number of volunteers exceeds the number of places set out in this constitution, then the Parent Forum shall have the ability, at the Annual Meeting, to increase the maximum size of the Parent Council. If the Parent Forum elects not to increase the maximum size of the Parent Council and the number of volunteers exceed the number of places, then the members of the Parent Council will be selected by a vote of the Parent Forum.

3.3.2. 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 from time to time by the Parent Council.

3.4. The Headteacher of the School (or his/her deputy in his/her place) has both a right and a duty to attend any meetings of the Parent Council.

4. Co-option.

4.1. The Parent Council may co-opt up to TWENTY non-parent/carers to assist it with carrying out its functions.

4.2. The number of parent members on the Parent Council must always be greater than co-opted members.

4.3. Six co-opted places will be reserved for school staff members, including teaching and support staff in the School.

4.4. Co-opted membership will be reviewed every two years.

5. Period of Tenure on Parent Council

5.1. The Parent Council will be selected for a period of one year.

5.2. At least four weeks prior to the Annual Meeting, the Secretary shall contact those parents who served on the Parent Council during the previous year to ask if they still wish to continue to do so for the following year. If a parent indicates that they no longer wish to be a member of the Parent Council then their name shall be removed from the list of Parent Council members.

5.3. Prior to the Annual Meeting, parents may put themselves forward for re-selection if they wish provided their child is still at the school and they are therefore still a member of the Parent Forum.

5.4. 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.

6. Selection of postholders.

6.1. The Chair, Treasurer and Secretary of the Parent Council (the Office Bearers) will be agreed by the Parent Council members immediately following its formation.

6.2. The Chair must be a parent/carer of a child at the school. shall be capable of being carried out by two people, in which case, both people will share the responsibilities of the role, and they shall be referred to as the “Joint Chair”. If the child ceases to a pupil at the school, a new Chair will be agreed at the next meeting of the Parent Council.

6.3. The post of Treasurer shall be capable of being carried out by two people, in which case, both people will share the responsibilities of the role, and they shall be referred to as the “Joint Treasurers”.

6.4. The post of Secretary shall be capable of being carried out by two people, in which case, both people will share the responsibilities of the role, and they shall be referred to as the “Joint Secretaries”.

6.5. Office bearers will be re-selected by the Parent Council every two years (at the Annual Meeting).

6.6. To be selected as an Office bearer, a parent needs to be a member of the Parent Council and requires a proposer and seconder for their nomination. The proposer and seconder must also be members of the Parent Council.

6.7. Office bearers may put themselves forward or be put forward for re-selection provided their child is still at the school.

7. Reporting/Meeting Arrangements.

7.1. The Parent Council is accountable to the Parent Forum of the School and will make a report to it at least once each year on its activities on behalf of all the parents.

7.2. If 25% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council’s remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent 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.

7.3. The Annual Meeting will be held in November 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:

7.3.1. a report on the work of the Parent Council and any committee(s).

7.3.2. selection of the new Parent Council.

7.3.3. discussion of issues that members of the Parent Forum may wish to raise.

7.3.4. approval of the accounts and appointment of the auditor.

7.4. The Parent Council will meet at least once in every school term. Should a vote be necessary to decide, each parent member of the Parent Council

present at the meeting will have one vote and each teacher present at the meeting will have one vote. There will be a quorum for decision-making where there must be more Parent Council members than teaching staff in attendance to vote or an equal number of, with the Chair having a casting vote in the event of a tie.

7.5. 25% of the 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.

7.6. 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 shall be terminated if most parent members of the Parent Council agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member.

8. Minutes/Procedures of Meetings.

8.1. A copy of the minutes of all meetings will be available to all parents of children at the school and to all teachers/staff at the School through the Learning Journals. Copies can also be requested from the school office.

8.2. Meetings of the Parent Council shall be open to the Parent Forum and any attendees invited by the Chair, 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 and the Headteacher, or his/her representative can attend.

8.3. Where decisions are required to agree a way forward on a matter, both Parent Council members and teaching staff in attendance will have a vote. At the meeting, there is a quorum for decision-making where there must be either more parent council members than teaching staff in attendance or an equal number of. In the event of a tied decision, the Chairperson would cast the deciding vote.

9. Funds.

9.1. The Treasurer (or Joint Treasurers as the case may be) will open a bank 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. If there are Joint Treasurers, then the signatures of both people in the role of Joint Treasurers shall be required.

9.2. The Treasurer (or Joint Treasurers as the case may be) 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.

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

9.4. Funding requests may be made at any time to the Parent Council and discussed at monthly meetings to reach agreement by majority rule where possible. Where a funding request falls outside of the meeting schedule or requires a quick decision, the Officers may reach a decision if the sum requested is below £250. If above, then agreement will be sought through the Parent Council WhatsApp group.

9.5. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school where this continues. If the school ceases to exist, then any remaining funds will be passed to the local education authority.

10. Changes to the Constitution.

10.1 The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum present at the Annual Meeting. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

November 2024.