

Constitution of St Charles' Primary School Parent Council

(Also known as The Parent Hub)

This is the constitution of the St Charles' Primary School Parent Council, also known as the Parent Hub.

Every parent/carer of a pupil in the school is a member of the Parent Forum and the Parent Hub is the committee which represents their views. The Parent Hub is accountable to the Parent Forum.

OBJECTIVES

The objectives of the Parent Hub are:

- To promote partnership between the school, its pupils, all parents/carers and the Parish of St Charles' Borromeo/Diocese of Paisley
- To work in partnership with the school to create a welcoming and inclusive community
- To develop and engage in activities that support the education and wellbeing of all
- To identify and represent the views of parents/carers on educational and other matters
- To foster the community spirit and social life of the school, including fundraising activities that support the work of the school

MEMBERSHIP

The Parent Hub comprises a minimum of 5 and a maximum of 19 members. The membership is made up as follows:

- parents/carers of pupils attending the school
- 1 or 2 members of staff
- 1 member nominated by the Parish Priest (or the priest himself).

The Head Teacher is the adviser to the Parent Hub and has a duty and right to attend all meetings. In the event of absence, the Head Teacher may nominate a senior staff member to deputise.

The quorum for every Parent Hub meeting must be at least 30%, but with a minimum of 5 members.

Parents/carers will normally express an interest to the Head Teacher in becoming a member. The Head teacher will in turn work with the Chairperson of the Parent Hub to manage the membership, in line with eligibility. If there are more volunteers than spaces available, the names will be balloted in a fair and transparent manner. If there are insufficient volunteers, the Head Teacher will seek more volunteers or co-opted members in order to allow the Parent Hub to function.

The **office bearers** will be agreed by Parent Hub committee members on an annual basis at the AGM as follows:

- Chair (must be a parent/carer member)
- Vice Chair
- Secretary (this can be rotated between committee members in agreement at previous meetings)
- Treasurer

All elected members of the Parent Hub and office bearers will be formally noted and communicated to the Parent Forum following the AGM each year.

MEETINGS

The Parent Hub will meet at least four times per year, usually termly. Where possible, meeting dates will be scheduled at the end of the school year for the year ahead and issued in June for the coming school year or shortly after.

One meeting per year will also be arranged, normally in September, as an AGM, where the Parent Hub will make a report to the Parent Forum on its activities from the previous year. At the AGM, vacancies for the Parent Hub, for the year ahead, will be filled.

Meetings of the Parent Hub are open to the Parent Forum and school community.. Dates of meetings will be made available at least one week in advance. For the AGM, the notice period is two weeks.

An agenda for each meeting will be circulated by the Chairperson one week in advance. An agenda will be issued to the Parent Forum in advance of the AGM.

At every meeting a minute/summary of the main points of discussion, and action points will be taken. The summary and action points will be distributed to members of the Parent Hub for agreement and then made available to the wider Parent Forum. The summary will be issued as soon as reasonably practical and always in advance of the next scheduled meeting.

At every meeting there should be a brief financial report, and, at the AGM, there will be a complete report on the previous year's account. The account requires to be audited annually in accordance with best practice and an appropriate person should be agreed at the AGM for the forthcoming school session.

The key focus of each Parent Hub meeting should be:

- Highlighting important educational priorities relating to the progress and wellbeing of the school community, including but not limited to the School Improvement Plan
- Highlight and promote local and national education matters.
- Promoting good relationships and links between school, home, and parish
- Head Teacher's report

For decision making purposes, should any vote be necessary at a Parent Hub meeting, only named Parent Hub committee members can participate.

Extra-ordinary meetings can be requested by 30% or a minimum of 5 Parent Hub members or by 10% of the Parent Forum. These must be publicised with sufficient notice and an agenda provided in advance.

The Parent Hub can delegate to a sub-group (or groups), issues such as promoting the social life of the school and any fundraising activities that are organised to support the work of the school. The sub-group(s) must contain a representative from the Parent Hub and is accountable to the Parent Hub. The Parent Hub can discuss and agree on the most appropriate way of undertaking this function at the start of each school year.

FINANCE

The Parent Hub will have an appropriate bank account, in accordance with best practice and access to online banking facilities. It will require sufficient approval from The Parent Hub. Any withdrawals must have two levels of approval outwith the Treasurer. Any sub-group formed by the Parent Hub must use this account and operate via the Treasurer of the Parent Hub.

Those with authorised approval will be nominated and approved annually at the AGM.

It should be noted that if the Parent Hub should cease to exist, all funds in the bank account will be passed to the Renfrewshire Hub Education Department to be used for the benefit of pupils attending St Charles' PS.

Date of adopting this constitution – 1st October 2025