

1. This is the constitution for St Fergus Primary School Parent Council.
2. The objectives of the parent council are:
  - to represent the views of parents and report back to the parent forum
  - to promote and maintain a healthy partnership between the parents, pupils and the school
  - to develop and engage in activities which support the education and welfare our pupils
  - to fundraise and organise events beneficial for our pupils and our school
3. The membership is open to all members of the Parent Forum. There will be between 5 and 20 members, three quarters of which will be made of the Parent Forum and the remaining quarter for teachers, supporting staff, co-opted members, local councillors and others. We will also have ad-hoc memberships for parents unable to commit to being full time council members. Ad hoc memberships will have no maximum capacity.
4. Any parent of a child attending our school can volunteer to be a member of the Parent Council. In the event that the volunteers exceed the number of places set out in the constitution, members will have the opportunity to be ad hoc members. If still not resolved, members will be selected by drawing names from a hat.
5. The Parent Council will be selected for a period of two years, after which members may put themselves forward for re-selection, as long as they have a child attending our school.
6. The Chair and office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be reselected every two years. If any member's child ceases to be a pupil at our school the position will be available to the full Parent Forum and agreed by the Council.
7. The Parent Council is accountable to the Parent Forum of St Fergus Primary School, and will report at least once a year. Also all minutes of board meeting will be available to all the Parent Forum.
8. The Parent Council will meet at least once per school term, with an annual meeting taking place at the start of the school year, re-electing the board if required.
9. Should a vote be required in any decision each member will have one vote, with the Chair having the casting vote in the event of a tie.

10. Any two members of the Council can request that an additional meeting be held, all members will be given at least one weeks notice of date, time and place of the meeting.
11. The treasurer will keep an accurate account of all income and expenditure, and will provide a summary for each Parent Council Meeting, and a full account for the annual meeting.
12. Withdrawals from the bank account of our Parent Council will require two signatures. Any two board members can sign providing they have been identified with the bank.
13. The Parent Council will be responsible for ensuring that all monies are used to benefit our children.
14. The Parent Council may change its constitution after obtaining consent from the parent forum.
15. This constitution was formally adopted on 11/10/12

**St Fergus Primary School**  
Parents Council  
Constitution