

**CONSTITUTION OF
ST JAMES' (PAISLEY) PARENT COUNCIL**

Issue 2

August 2018

APPROVED/VERIFIED BY	NAME	SIGNATURE	DATE
Chairperson			
Vice Chairperson			
Independent Member			

1. NAME

- 1.1 The group shall be known as St. James' Parent Council, herein referred to as "*the council*" within this document

2. DEFINITIONS

- 2.1 The Council – refers to St James' Parent Council
2.2 Parent Forum – refers all parents/carers/guardians of children attending the school
2.3 The school – refers to St James' Primary School, Paisley
2.4 Office Bearers/Management Committee – refers to anyone in the council who holds a position of office, typically a Chairperson, Vice-Chairperson, Treasurer and Secretary, among other roles deemed necessary

3. AIMS AND OBJECTIVES

The aims and objectives of The Council shall be:

- 3.1 To work in partnership with the school to create a welcoming environment which is inclusive of the whole school, parents, carers and wider community
3.2 To promote close co-operation, communication and collaboration between parents, carers, teachers, pupils' and the wider community
3.3 To represent the views of the parents on matters affecting the education, welfare and health and wellbeing of the pupils'
3.4 To promote parental involvement in their child's education and learning journey
3.5 To develop, organise, and participate in events and activities, including fundraising, in order to support and enhance the education and welfare of the pupils'
3.6 To fairly represent the voice of the Parent Forum when involved in the recruitment of senior school staff

4. POWERS

In order to achieve the above aims, the council may:

- 4.1 Open a bank account – requiring 2 registered signatories who hold current office bearer positions within the council (required for insurance purposes)
4.2 Investigate and make applications to trusts and grant giving bodies, for the benefit of the school and in collaboration with the school
4.3 Raise funds and receive contributions by way of subscriptions and donations
4.4 Carry out actions that are lawful to fulfil the aims and objectives of the council
4.5 Organise, manage and run activities, events and fundraising events in aid of the school to benefit the pupils'

5. MEMBERSHIP

- 5.1 Membership of the council must include no less than 4 persons of the Parent Forum, one of whom must be the Chairperson
5.2 In the event of too many volunteers from the Parent Forum, membership will be by elections
5.3 All members from the Parent Forum will be eligible for voting rights
5.4 A minimum of 1 member of school staff has a right and duty to attend. No voting rights are permitted
5.5 The council can co-opt members considered necessary to achieve its aims, such as school staff, Church members or members of the community. No voting rights are permitted

- 5.6 Parent members must have two thirds to one third majority within the council
- 5.7 All organisation member **must** respect the need to observe confidentiality
- 5.8 The secretary shall keep a register of membership via the relevant meeting minutes
- 5.9 Should the council be of the opinion that a member acts in a way that is considered to undermine the aims and objectives of the council, could bring the council into disrepute or which violates the rules of membership, their membership within the council shall be terminated if the majority of the parents' members agree. Termination of membership shall be confirmed in writing to the individual and outline the reasons for the termination
- 5.10 It is expected that members of the council attend as many meetings as they possibly can, in particular those with Office Bearer roles. Where a member of the council fails to attend 3 consecutive meetings without prior communication to the rest of the council, then the member will be deemed to have resigned from their role and their membership terminated. The council may then seek to fill the vacant role with another Parent Forum volunteer as required
- 5.11 Membership of the council is without discrimination on the grounds of nationality, religion, race, political opinion, sexuality or disability

6. OFFICE BEARERS/MANAGEMENT COMMITTEE

- 6.1 The council shall elect from its members at its Annual General Meeting (AGM) the following office bearers: *Chairperson*, *Vice-Chairperson*, *Treasurer*, *Secretary* and any other officers that the council deem necessary. The positions in italics must be filled in order for the council to function. In the event of not enough volunteers coming forward for the positions, one member may hold two positions of office until another member of the Parent Forum has volunteered
- 6.2 When voting for members at the AGM, the volunteer with the majority of votes shall take the position of office. In the event of a tie, the current Chairperson will have the deciding vote
- 6.3 The management committee shall comprise of a minimum of two officers
- 6.4 Officers shall hold office until the conclusion of the AGM following their election, but shall be eligible for re-election to the same post
- 6.5 No officer shall hold office for more than three consecutive years. On expiry of the three year period, one full year must lapse before any former office shall be eligible for re-election to the same post. However, they shall be eligible for election to another office role should they volunteer
- 6.6 Resigning from a position of office must be done in writing (via email or other) to all members of the current management committee *at least two weeks prior to the AGM**
- 6.7 Volunteering to a position of office must be done *at least one week prior to the AGM**
- *6.6 and 6.7 is to ensure that there is ample notice given and therefore time to fill all positions during the AGM

7. ROLES AND RESPONSIBILITIES

Note: Although listed under a specific role, responsibilities may regularly cross over between roles or indeed be role shared dependent on the needs of the council and the skillset of the members

7.1 Chairperson

- Chair all meeting of the council and conduct any votes as business needs demand

- Provide an agenda for each meeting in writing (via email) at least three days prior to the meeting date, outlining issues to be discussed and time segments for each point on the agenda
- Ensure meetings run to a strict time schedule, as outlined in the agenda
- Organise the council structure, meetings and events
- Coordinate the timely completion of all the council correspondence, marketing, and other materials and paperwork as demands require
- Be proactive in regularly corresponding with the wider Parent Forum and community via social media
- Represent the council at functions, meetings and events that the council has organised internally or has been invited to externally
- Act as spokesperson for the council as necessary
- Act as the responsible person at events for the which they are present, and nominate another council member to take responsibility should they not be present

7.2 Vice-Chairperson

- Shadow and assist the Chairperson in their activities and complete the Chairpersons duties in the absence
- Complete additional duties as required by the Chairperson and agreed by the council

7.3 Treasurer

- Open and manage a bank account on behalf of the council
- Manage and complete financial affairs of the council
- Maintain proper accounts of the council finances, including all income and expenditure relating to the activities of the council
- Organise auditing/verification of the council accounts with an individual/organisation who is wholly independent from the council
- Prepare annual financial reports for submission to the AGM. Other interim reports must also be presented regularly to the council
- Ensure insurance is up to date and paid for the council accounts as and when required
- Oversee and ensure completion of any relevant grant of funding applications on behalf of the council and in collaboration with the school

7.4 Secretary

- Record accurate minutes of all meetings of the council and ensure they are distributed/published as appropriate in a timely manner
- Act as the main point of contact for council business, including incoming and outgoing correspondence
- Ensure running of the council affairs is prepared efficiently. This includes but is not limited to confirming hall lets, printing of flyers/newsletters, distribution of materials etc

8. ALL MEETINGS

8.1 The business of the council shall be available and open to the public to view via the school website and council social media. However, when confidential matters are being discussed,

only members of the council, the Head Teacher and anyone invited by the council may attend

8.2 Members who are not part of the Management Committee will have the right to attend all meetings but will not have a vote, except at the AGM

8.3 All dates for meetings will be arranged at the AGM and dates will be established for these as outlined above

8.4 All meetings *must* follow the written agenda and be minuted as outlined above

8.5 General meetings should include the following regular business items (but are not limited to):

- Matters arising from the previous minutes and action review
- Current Parent Council business
- Treasurers interim update/report
- Event/fundraising updates
- Head Teachers report
- Any other current business
- Confirmation of next meeting date

9. ANNUAL GENERAL MEETING

9.1 The council shall hold an AGM every year, usually the first meeting back after the summer break

9.2 All members will be given 21 days' notice of the AGM and will be entitled to vote

9.3 The business of the AGM shall include:

- An outline of the work of the council
- Distribution of the council constitution to new members
- Receipt of a report from the Chairperson or Secretary on the previous year's activities
- Approval of accounts from the Treasurer of the finances of the council
- Appointment of individual to review the coming years annual accounts
- Election of Management Committee roles to serve the council. As indicated above, resigning from a position of office must be done in writing (via email or other) to all members of the current management committee *at least two weeks prior to the AGM**. Volunteering to a position of office must be done *at least one week prior to the AGM** (*To ensure that there is ample notice given and therefore time to fill all positions during the AGM)
- Consideration of any other matters as required

10. CHANGES TO THE CONSTITUTION

The council may change its constitution at any time after obtaining consent from members of the council. Members of the council will be sent a copy of the proposed amendments and shall be given a reasonable time to respond to the proposed new constitution document.

11. DISSOLUTION

In the event of the dissolution of the council, all funds and assets remaining after the satisfaction of all debts and liabilities shall be transferred to an organisation with similar aims to those of this council