

Document			
Doc. ID	WPC-0001	Title	Wallace Parent Council Constitution

Revision History		
Revision	Change Detail	Date Released
A	Initial Release	29 January 2018
B	Updated to reflect new PC logo	17 April 2018

1. This is the constitution for the Parent Council of Wallace Primary School and Nursery Class.
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming community which is inclusive for all parents.
 - To promote partnership between the school, its pupils and all its parents.
 - To develop and engage in activities which support the education and welfare of all pupils.
 - 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.
 - To foster the social and community life of the pupils and parents/carers. To engage in fund raising activities to support the school.

3. The membership will be a minimum of six parents of children attending the school. The maximum size is 30. The membership of teachers will be two staff members.

In terms of the legislation the definition of parent is: parent, guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to or has care of a child or young person e.g.

- Non-resident parents,
 - Carers who can be parent,
 - Others e.g. foster carers, relatives and friends, who are caring for children or young people under supervision arrangements.
4. The Parent Council will divide its activities into two parts, the first will focus on the representation role of the parent council, promoting communication between school/nursery and parents, pupils and the community and reporting back to the Parent Forum. The second will focus on fund raising and events for the benefit of the children and the school/nursery.

Sub-groups may be established by the parent council for specific projects/events and these will report to the main Parent Council.

5. The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish and are eligible.

Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot. 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 by the Council.

6. The Parent Council may co-opt up to five people to assist it with carrying out its functions.

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

Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.

7. The Chair, Secretary, Treasurer, Events Co-ordinator, Grants Co-ordinator and Co-ordinator of Communication of the Council Board will be agreed by the Parent Council members immediately following its formation.

Office bearers will be re-selected by the Parent Council on an annual basis at the AGM.

The Parent Council will be chaired by a parent of a child attending Wallace Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

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

If twenty 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 following confirmation in writing from the Parent Council. The Parent Council shall give all members of the Forum at least two week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

9. The Annual Meeting will be held in January 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 its committee(s)
- a report by the Head Teacher on the work of the school
- selection of the new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor.

10. The Parent Council will meet at least once in every school term. A minimum of four times during each school year. The quorum for any meeting of the parent council will be 5 members. The Headteacher or his/her representative has a duty and a right to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

11. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. 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 two week's notice of date, time and place of the meeting. 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.

12. Copies of the minutes of all meetings will be available to all parents of children at Wallace Primary School and Nursery Class and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school website.
13. Meetings of the Parent Council shall be open to the public, 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 or her representative, can attend.
14. 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.

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

15. 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.
16. The Parent Council will have the authority to establish sub-groups or working parties for a specific purpose. Each working group may decide upon its own constitution to be ratified by the Parent Council. Members of these groups can be members of the Parent Council, co-opted members or volunteers.

If a fund-raising group is set up, the Treasurer of the Parent Council will be a member. All monies will be lodged in the Parent Council account.

The sub-group will have the authority to distribute its funds in a way that meets the objectives of the Parent Council and can access its funds by submitting a requisition to the Treasurer of the Parent Council. The Treasurer will provide regular financial reports to the sub-group and the Parent Council.

17. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.