

## Doonfoot Parent Council Constitution

Doonfoot Parent Council (hereafter referred to as ‘the Parent Council’) is a group of parents selected by the forum of parents in the school to represent their views. Parent Councils have an important role to play in school improvement by ensuring that the parental perspective is represented and taken into account.

### What is the role of Doonfoot Parent Council?

The Parent Council helps to create an environment where all parents know that their views matter, and where they feel confident and comfortable putting them forward. They work on behalf of all parents to discuss educational matters that are of importance to all. They do not get involved in individual matters relating to children or staff in the school.

#### Our objectives are:

- To support Doonfoot Primary School to develop strong home/school partnerships and enhance communication.
- To improve the school’s understanding on how to engage their parents in their children’s learning and the life of the school
- To work in partnership with the School Management Team to decide on the key priorities to take forward.
- To engage in activities which support and advance the education and wellbeing of pupils attending the school
- To support school improvement by discussing the school’s strengths and areas for development from a parental perspective with the Senior Management Team.
- To capture the unique and varied skills, interests, knowledge and expertise that parents can offer.
- To help make links with the wider community.
- To play a part in the appointment of senior promoted staff in conjunction with South Ayrshire Council

### Membership

The core membership of the Parent Council comprises four office bearers. Each member is required to have a child within the school. The four office bearers are Chair, Vice Chair, Secretary and Treasurer. Each member will be appointed for one year, but will be eligible for re-election through the Election process noted below. It would be good practice for office bearers to do no more than two years in the same role. The maximum number of parents on the committee is 20.

**Co opted members** may include teaching or support staff, students members of the local community, community builders, councillors etc. This could be as required or as a fixed time period.

### Meetings

Current COVID-19 situation: Committee will meet on Zoom at 8pm on the first Wednesday of every month with management, in normal circumstances this would be in the Balgarth or School Hall. We will issue a survey monkey each term to gather parents’ viewpoints and help form our agendas. We will share our Meeting Minutes via the school website. If parents would like anything added to the agenda or can contribute in any way to any of the items please email via the school.

For the meeting to be quorate, there should be two office bearer members in attendance. Management do not have voting rights, unless these are given by the Parent Council. In the event of a tie, the Chair will have the casting vote.

**Attendance-** if members do not attend 3 or more meetings without an apology then their membership is terminated. Any termination of membership will be notified in writing.

#### **Conduct of Members-**

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 the majority of the parent council members agree, and they will be notified in writing.

## **EGM**

The Parent Council or 6 of the Parent Forum shall have the power to call an Extraordinary General Meeting (EGM). For the meeting to be quorate, the same number of Members shall be present as for an AGM. The notification process for an EGM will be the same as for an AGM.

## **Elections**

COVID-19 – in a normal year, appointment of office bearers would be at the AGM. Due to meeting restrictions in 2020, nominees were sought for each of the four positions. On the basis of only one individual nominating themselves for each role, these office bearers were appointed.

If there continue to be meeting restrictions at the next AGM (i.e. at the next election round), or if any member steps down during the current year, the process will be as follows:

- The Head Teacher will communicate with all parents that new office bearers are required
- Any nominees interested in a role should contact the Head Teacher
- Where there is more than one candidate for each role, a poll will be carried out allowing all parents in the school to vote. Only parents with a child at Doonfoot Primary School will be permitted to vote. Only Doonfoot Primary School will have access to view the voting results.
- The Head Teacher will confirm the results of the vote to the nominees.

## **Finance**

The Treasurer shall be responsible for maintaining adequate and sufficient books of account, and hold back up receipts or claims for all expenditure incurred. All withdrawals from the Parent Council bank account (including cheque payments) will require two signatories from the Parent Council membership.

A monthly financial statement will be provided by the Monday prior to each Wednesday Parent Council meeting. The annual accounts will be filed prior to the AGM. The accounts should be scrutinised (audited) by a suitably experienced individual prior to the AGM. That individual should be independent of the Parent Council, and not related to a member of the Parent Council.

## **Change of constitution**

Proposed amendments will be made available to all of the parent forum with a 2 week notice period, allowing adequate time for response. The changes can occur after proposed time and after obtaining majority consent from members.

## **Dissolution of parent council**

Should the parent council cease to exist and remaining funds will be passed to Doonfoot Primary School to be used for the benefit of the school.