



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.

The 'Parent Forum' comprises all parents and careers who have pupils at Doonfoot Primary School and are welcome to participate and put themselves forward as office bearers and as members of the Parent Council.

The 'Management' consists of the School Management Team at Doonfoot Primary School including for example the Headteacher, Deputy Headteacher and other Senior Management Staff.

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

All members of the Parent Council are required to have a child at Doonfoot Primary School.

The four office bearers of the Parent Council are Chair, Vice Chair, Secretary and Treasurer. It would be good practice for office bearers to do no more than two years in the same role. It is also possible to have joint office bearers who can work together and share tasks.

DOONFOOT PARENT COUNCIL CONSTITUTION



Each member of the Parent Council will be appointed for one year but will be eligible for re-election through the Election process, as noted in the pages below. 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.

The Headteacher or his/her representative has a right and a duty 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.

Class Representatives

Class Representatives will be members of the parent council. A class representative will be assigned to each year group. This role can also be shared depending on how many classes per year group.

Meetings

All Parent Council meetings shall be open, and any member of the Parent Forum may attend although they will not have voting rights.

The Committee will generally meet at 7.30pm on either the first or second Wednesday of every month with the parent forum and management, normally at the Balgarth or School Hall. We will issue a message prior to each meeting, via the Year Group Representatives and via email from the School Office, to gather parents' viewpoints and help form our agendas. We will share our Meeting Minutes via the school website and will be issued via email by the school office. In addition, parents can add to the agenda or contribute towards any of the items via email to 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.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

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.

Extraordinary General Meeting

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.



Annual General Meeting

The Annual General Meeting (AGM) shall be held in June each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include: -

1. The work of the Parent Council
2. Any resolutions submitted by the Parent Forum
3. Chairperson's Report
4. Treasurer's Report
5. Election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting. As long as all parents have been told of the meeting and of the main items of business in adequate time, there is no need to have a large quorum present at the meeting.

Elections

Appointment of office bearers are at the AGM. On the basis of only one individual nominating themselves for each role, these office bearers will be appointed.

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.

Elections – Extraneous Circumstances/ Restrictions Such as Covid-19

If there are any meeting restrictions due to extraneous circumstances and the AGM cannot meet in person, the process will be as follows for elections:

- 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

DOONFOOT PARENT COUNCIL CONSTITUTION



Council bank account (including cheque payments) will require two signatories from the Parent Council membership.

A monthly financial statement will be provided at Parent Council meetings. 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.