

Constitution for Heathfield School Parent Council - May 2015

1. This is the definition for Heathfield Primary School Parent Council:

Definition of 'Parent'. Throughout this document where the term 'Parent' is used, this description is intended to be inclusive of all legal guardians / carers.

2. The objectives of the Parent Council are:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents and offers opportunities for social contact.
- to promote partnership between the school , it's pupils and all parents to enhance all relationships.
- to voice opinions, concerns, ideas and ask questions relating to the education of the pupils and be involved in policy making.
- to develop and engage in activities which support the education and welfare of the pupils including fundraising.
- to identify and represent the views of parents of the education provided by the school and other matters affecting the education and welfare of the pupils.

3. The membership will be a minimum of three parents of children attending the school. The Council reserve the right to invite any members of the Parent Forum or community to Council Meetings as they see fit.

4. 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. Any parents of a child at the school can volunteer to be a member of the Parent Council.

Selection and re-selection will be undertaken during the AGM.

All Parents will have two weeks notice of the AGM.

5. The Parent Council may co-opt up to ten members to assist it in carrying out its functions including community members, teaching and support staff in the school. Co-opted members will be invited to serve for a period of one year, after which time, the Parent Council will review and consider the future requirements for co-opted membership.

6. The Chair, Vice Chair, Secretary, Treasurer, Fundraising Convenor and Communications Officer of the Parent Council will be agreed by the Parent Forum members immediately, following its formation during the AGM, by means of volunteers and majority voting by those in attendance at the first Parent Forum meeting.

Office bearers will be re-selected by the Parent Forum on an annual basis using this process at the AGM, with the option to re-stand each year. The Parent Council will be Chaired by a parent of a child attending Heathfield Primary School. If the child ceases to be a pupil, the Vice Chair will take up the duties until a new Chair is appointed at the next AGM.

The Head Teacher or their delegated nominees, will always attend Parent Council meetings and be there to give encouragement and guidance.

The Headteacher:

- Will keep the Parent Council informed of what is happening in the school and what plans there are for development and improvement.
 - Can support the involvement of pupils in activities of the Parent Council and make the links to learning and the curriculum.
 - Can provide opportunities for parents to join in school activities and plan with the Parent Council how this will happen.
 - Will work alongside the Parent Council to help support the school.
 - Provide a link with other staff in the school and the authority.
7. The Parent Council is accountable to the Parent Forum for Heathfield Primary School and will make a report to it at least once each year on its activities, on behalf of all the parents.

If ten percent of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council will arrange this. The Parent Council shall give all members of the Parent Forum at least one week notice of the meeting and at this time, circulate notice of the matter, or matters, to be discussed at the Special General Meeting.

8. The AGM will be held in September 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 of the work of the Parent Council and its committee(s).
 - Selection of the new Parent Council and office bearers.
 - A discussion of any competent and / or relevant issues that members of the Parent Forum may wish to raise.
 - Approval of the accounts and appointments of the auditors.
9. The Parent Council will meet at least once every school term.

Items for the agenda could include:

- A calendar of proposed events,
- Reports from the Head Teacher,
- Communications 'In and out',
- Up coming fundraising events,
- Treasurers update,
- Main discussions topics and any other competent business.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote with the Chair having the 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 one weeks 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 with immediate effect, if the majority of the parent / carer members agree.

Termination of membership would be confirmed in writing to the member. The decision to terminate a membership shall be noted within the minutes.

10. Discussions relevant to an individual child / children, parent or member of staff will not be deemed as competent business:
Should the Parent Council be requested by a parent, to review an incident of bullying within the school, such matters will be dealt with by the school. The Parent Council may, however, ask the school if the appropriate measures detailed within the 'Heathfield Primary School Anti-Bullying Policy' (March 2013), are being adhered.
11. Copies of the minutes of all meetings will be available to all parents of children, teachers and staff at Heathfield Primary School. Copies will be available from the Secretary of the Parent Council and will also be available on the Parent Forum page of the school website.
12. The Parent Council will open a Bank Account or Building Society account(s) in the name of the 'Fundraisers', for all Parent Council funds and fundraising, to allow all financial functions to be maintained. Withdrawals will require two signatures obtained from the Office Bearers. 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 AGM. The Parent Council accounts will be audited by the Auditor appointed at the previous AGM. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Process; 'PS 3', offers further clarity on the steps to be undertaken when requesting bank account signatories.
13. The Fundraising Committee will undertake appropriate actions to ensure all monies raised are accounted for and safeguarded. The management of any monies will be in accordance with the process in place and with the agreement of Heathfield Primary School Staff.

Process; 'PS 2', offers clarity on the set procedures to be undertaken in conjunction between the fundraising group and the School.
14. The Parent Council may amend its constitution after obtaining consent from members of the Parent Council and consulting with the wider parent forum. Members of the Parent Council and parent forum will be sent a copy of any proposed changes and be given reasonable time to respond to the proposal.
15. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school where this continues.