

Heathfield Primary School & EYC **Parent Council** **Constitution**



Heathfield Road, Ayr, KA8 9DR

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Issue 1

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Heathfield Primary School & EYC

Parent Council

Constitution

1. This is the definition for Heathfield Primary School & EYC 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.

Definition of 'School' Throughout this document where the term 'School' is used, this description is intended to be inclusive of both the primary school and Early Years Centre (EYC)

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, its pupils and all parents to enhance all relationships.
- to express opinions, raise concerns and contribute ideas 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 Parent Council reserves the right to invite any members of the Parent Forum or community to Parent 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. Members shall be selected in an open and transparent manner. All parent/carers volunteers will be considered equally, and diversity of representation is encouraged.
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 and Fundraising Convenor 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 (from current school role in that academic year) 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',
 - Upcoming 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 week's notice of date, time and place of the meeting.

10. Parent Council members should contribute constructively at meetings. Each contribution should be valued and respected. If a Parent Council member acts in a way that is considered by other members to be disruptive, disrespectful or undermine the objectives of the Parent Council, their membership of the Parent Council may be terminated with immediate effect, if the majority of the parent council 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. Decisions made by Parent Council will be in the best interest of the whole school community. Parent Council members should be involved, supportive and help at Parent Council events wherever possible. A member of Parent Council failing to attend four consecutive meetings without reason or apologies will be deemed to have retired from Parent Council.
11. 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' (2024), are being adhered.
12. Copies of the minutes of all meetings will be available to all parents of children, teachers and staff at Heathfield Primary School. The minutes will be circulated by the Secretary of the Parent Council; an electronic version will be issued via Parent Portal (or Expressions) and a hard copy will be provided on the school notice board.

13. The Parent Council will hold a Bank Account or Building Society account(s) in the name of Heathfield Primary and EYC Parent Council, for all Parent Council funds and fundraising, to allow all financial functions to be maintained. Withdrawals will require approval by two authorised signatories using the digital banking process. 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 independently examined annually, prior to the AGM. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Appendix A: Process for Election of Bank Account Signatories, offers further clarity on the steps to be undertaken when requesting bank account signatories.

14. The Parent Council 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.

Appendix B: Process for Collection of Funds, offers clarity on the set procedures to be undertaken in conjunction between the fundraising group and the school.

15. 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.
16. Heathfield Parent Council do not deem PVG checks to be necessary for Office Bearers or PC members but this position should be reviewed periodically.
17. 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.

End of Parent Council Constitution

Appendix A: Process for Election of Bank Account Signatories

1. Each year, the Parent Council will ensure a live bank account is accessible. It should be recognised that the account can run continually year to year, and the Parent Council do not require a new account on the election of a new Parent Council or change of office bearers.
2. All bank account signatories must be office bearers of the current Parent Council.
3. The responsibilities of the signatories are:
 - Signing cheques or making digital payment for the purchase of items related to parent council events or activities.
 - Signing cheques or making digital payment for transfer of funds to the school
 - Depositing cash into the Bank Account
4. It is essential that there are a minimum of two Bank Account signatories for each year.
5. When appointing new office bearers during the AGM, it is imperative to review who currently has the responsibility as a bank account signatory.
6. The Treasurer must establish if the current signatories are willing to continue as a signatory.
7. Should there be any Parent Council members who wish to be removed as a signatory, it is the responsibility of the Treasurer to ensure the digital process is completed to remove this person / person's name for the coming year.
8. Any names noted as signatories who are not current members of the parent council must be removed.
9. During the AGM, if required, Parent Council office bearers will be invited to become bank account signatories, and their names will be added using the digital bank account process.
10. The digital process to add new members to the parent council bank account, must be instigated by the Treasurer or Parent Council Chair.
11. Any 'new' Signatories have a responsibility to complete the digital application process.

- 12. During the AGM, the removal of signatories and the inclusion of new signatories must be noted within the minutes.**

Appendix B: Collecting Funds Process

1. For the duration of a fundraising event, all monies received will be held in the school.
2. On completion of the event, it is the responsibility of the Treasurer to collect the money raised.
3. Once the money is gathered and held by the Treasurer, it is their responsibility to ensure the money is counted.
4. The counting process will be carried out by a minimum of two PC members. One member must be the Treasurer.
5. On completion of the count, all parties must agree to the final sum.
6. The Fundraising Financial Logbook should then be populated with; the name of the event, the event date, the date of the count and the agreed sum.
7. The parties involved in the count, will then sign and date this page.
8. It is then the responsibility of the Treasurer or a nominated Bank Account signatory to deposit the exact amount noted within the Financial Logbook, into the Fundraising bank account within one week on completion of the count.
9. When depositing the money into the bank account, a narrative must be associated to the transaction by the bank teller. The narrative should reflect the event title. This offers visibility within bank statements.
10. All monies raised ***must*** be banked and recognised in the Fundraising account. No money will be given directly to the school.
11. It is the responsibility of the Treasurer to offer an updated status of the monies raised and sums held within the bank account at every Parent Council meeting. This sum should be minuted.
12. If at any PC meeting, it is recognised that monies should be transferred to the school, a vote will be taken, and a majority verdict is required to release these funds.
13. It is the responsibility of the Bank Account signatories to ensure a bank transfer is made to Heathfield Primary School Fund bank account. Two signatories are required, and this transaction should be minuted.

14. This transaction should then be highlighted and minuted at the next Parent Council meeting within the 'Treasurer's Report'.
15. When purchasing items for fundraising events such as crisps, sweets, gifts etc, these purchases should be made using the account card for the Parent Council bank account. It is important that the exact value paid for such items from the bank account represents only items purchased for fundraising events. Any personal purchases made should be paid for separately.
16. When items are purchased, all goods bought will be receipted and these will be passed to the Treasurer. The receipt will be documented in the appropriate page created within the Financial Logbook detailed above.