



CLOVENFORDS PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

This is the constitution for Clovenfords Primary School Parent Council.

DEFINITIONS

'Parent Council' is Clovenfords Primary School Parent Council including elected Office Bearers, Class representatives and Co-opted members.

'Parent' and 'Parent Forum' includes parents, guardians and any person who is liable to maintain or has parental responsibilities for a child who attends Clovenfords Primary School

'Members' means, collectively, the Parent Members, Staff Members and Co-Opted Members of the Parent Council.

'School' means Clovenfords Primary School.

1. OBJECTIVES

The objectives of the Parent Council are:

- a) To work in partnership with the school to create a welcoming school which is inclusive for all
- b) To promote partnership between the school, its pupils and parents
- c) To develop and engage in activities which support and further the education and welfare of the pupils
- d) To identify and represent the views of parents on the education and welfare of pupils.
- e) To raise funds for the benefit of pupils, the school environment and any nominated charities.

2. MEMBERSHIP

The Parent Council will be selected annually at the Annual General Meeting.

Members will be drawn from all classes including nursery.

Appointees will be self-nominated.

Members shall be elected for a one year term, after which they may put themselves forward for re-selection.

The maximum term in each role is two years.

Minimum membership of Parent Council will be three parents and the maximum membership will be 20.

The Parent Council will consist of 3 elected office bearers: Chair, Treasurer and Secretary and 9 Class Representatives from Primary 1 to 7, ELCC 3 and ELCC 4

3. CO-OPTED MEMBERS

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

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.

4. TEACHER REPRESENTATION

The headteacher (or their representative) has a right and a duty to attend Parent Council meetings.

They do not have voting rights unless explicitly given by the Parent Council.

Other teachers may attend Parent Council meetings and will not have voting rights

5. SUB-GROUPS

The Parent Council may set up sub-groups as required.

Any sub-group must consist of 2 or more persons appointed by the Parent Council.

The sub-group should report back to members at Parent Council meetings.

6. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) will be held at the start of each academic 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 sub-groups
- Election of members to serve on the Parent Council
- A presentation and approval of the Parent Council accounts.
- Head Teacher Report
- Any other competent business

The Parent Council have the power to call an Extraordinary General Meeting if a majority of Members agree that such a meeting is required, and all Members will be given, if possible, one week's notice of date, time and place of the meeting.

7. PARENT COUNCIL MEETINGS

The Parent Council will meet at least once in every school term but may hold additional meetings if necessary.

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.

Attendance at meetings are open to any member of the Parent Forum however, they will not have voting rights.

Should a vote be necessary to make a decision, each member of the Parent Council will have one vote, with the Chair having a casting vote in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of Parent Council meetings and these can be made available to the Parent Forum.

Approved minutes of Parent Council meetings, the financial report and relevant bank statement will be signed off by three Parent Council members at each Parent Council Meeting and filed securely.

Any two members of the Parent Council can request an additional meeting be held and all Parent Council Members will be given one weeks' notice of the time, date and place of meeting.

At Parent Council meetings, 5 persons shall constitute a quorum.

Any member of the Parent Council who fails to attend 3 consecutive meetings without good reason/prior apologies will be deemed to have resigned their position.

8. FINANCE

The Treasurer will manage a nominated bank/building society account, in the name of the Parent Council.

All office bearers must be registered signatories of the bank account and any account transactions will require at least two signatories.

The Treasurer will keep an accurate record of all income and expenditure and must provide an itemised report and bank statement at each Parent Council meeting and a full account at the AGM.

All outgoings from Parent Council account must be receipted and recorded.

Any expenditure over £100 must be discussed and agreed by the Parent Council.

The accounts for the Parent Council will be audited annually by an external auditor in preparation for the AGM.

The Parent Council is responsible for ensuring that all monies are used in accordance with the aims and objectives of the Parent Council.

Any gifts/donations to Parent Council will be used to support the Parent Council's Aims and objectives.

9. CONCERNS/COMPLAINTS

Concerns or complaints regarding the behaviour of a member of Parent Council must be submitting in writing to one of the office bearers.

Concerns or complaints will be dealt with confidentially and sensitively.

If appropriate, an investigation will be carried out by an office bearer and one other member of Parent Council.

If a member of the Parent Council acts in a manner which is deemed unacceptable and/or brings the reputation of the Parent Council into disrepute, the office bearers will be entitled to terminate their membership of the Parent Council.

Any termination will be confirmed in writing to the member by an office bearer.

10. CHANGES TO CONSTITUTION

The Parent Council may change its constitution by obtaining a majority consent from members of the Parent Council.

Members of the Parent Council will be sent a copy of the proposed amendments and given reasonable time to consider and respond to the proposal.

11. DISSOLUTION OF THE PARENT COUNCIL

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.

Approved by Clovenfords Parent Council on:

Reviewed by:

Donna Cooper (Chair):

Fiona Kimber (Secretary):

Samantha Kellock (Parent Forum representative):

This constitution should be issued to parent council members each year.

This constitution should be formally reviewed every 5 years, unless a need arises for a review before this.