

¹Constitution for Bell's Brae Primary School

1.0 NAME

This is the constitution for Bell's Brae Primary Parent Council. Hereafter known as the Council. The Council represents the Parent Forum, hereafter known as parents. (See notes 1 and 2)

2.0 FUNCTIONS

The Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006. The functions of the Parent Council are;

- to work in partnership with the school to create a welcoming school which is inclusive for all parents;
- to promote partnership between the school, its pupils and all its parents;
- to develop and engage in activities which support the education and the welfare of the pupils;
- to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils; and
- to ascertain the views of parents and report these to the Head teacher and the Education Department.

3.0 MEMBERSHIP

3.1 Membership of the Council will be a minimum of three parents whose children attend the school. The maximum number of parent members will be twelve.

3.2 Any parent of a child at the school can volunteer to be a member of the Parent Council, by writing to the Clerk. In the event that the number of volunteers exceeds the number of places on the Council, Council members will be selected by election.

All the parents of children at the school can take part in the election. The parents will have four weeks to select their representatives.

Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.

3.3 In the event of insufficient volunteers, parents can also be nominated by any other parent from the Parent Forum to join the Council. Nominated parents need not accept.

3.4 The Parent Council will be selected for a period of two years, after which time, members may put themselves forward for reselection if they wish. Membership will cease when their youngest child leaves the school, or if a member gives notice of resigning their position.

3.5 On the establishment of the Parent Council, half of the members will be eligible to serve for a period of 2 years and half for three years. This will ensure continuity.

3.6 The Council may co-opt up to 4 members to assist it with carrying out its functions. Co-opted members could include school staff, both teaching and non-teaching; the local councillor; a pupil representative; and a member of the local community with specialist interest and/or knowledge in issues affecting school life. Co-opted members will be eligible to serve for a two year term.

The number of parent members on the Council must always be greater than the number of co-opted members.

3.7 The Council may appoint such special or standing committees, as necessary eg social committees. All proceedings of such special committees will be reported to the Council

4.0 OFFICE BEARERS

4.1 The Chair and other office bearers will be appointed, as necessary, by the Parent Council, following its formation. Office bearers will be reselected by the Parent Council on an annual basis. Only a parent may be appointed as a Chair.

4.2 The Council will appoint a Clerk for administrative tasks, who could also act as a Secretary and / or Treasurer. This will be a remunerated appointment, funded through Shetland Islands Council Schools Service.

5.0 ACCOUNTABILITY

The Parent Council is accountable to the Parent Forum (see note 3) of Bell's Brae Primary School and will report to the Forum at least once a year on its activities on behalf of all parents.

6.0 MEETINGS OF THE COUNCIL

6.1 The Annual General Meeting will be held each year. A notice of the meeting including an agenda, the date, time and place will be sent to all parents at least two weeks in advance. The meeting will include:

- a report on the work of the Council and its committees;
- selection of the new Council members;
- discussion of the Agenda issues; and
- approval of the accounts.

6.2 If no less than 20 parents request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all parents at least two weeks notice of the meeting and at the same time, circulate the notice of the matter to be discussed at the meeting.

6.3 The Council will meet at least once in every school term. The date and time of the meeting will be agreed by members of the council.

Three members of the Council should be present to provide a quorum.

6.4 The Headteacher, or his/her representative, has both a right and a duty to attend Council meetings in an advisory capacity.

6.5 Should a vote be necessary to make a decision, each parent member or co-opted member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

6.6 Any two members of the Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of the date, time and place of the meeting.

6.7 Meetings of the Parent Council shall be open to the public, unless the Council is discussing an issue which it considers to be confidential. In such circumstances, only members of the Council and the Headteacher, or his / her representative, can attend.

6.8 If a Council member acts in a way that is considered by other members to undermine the aims of the Council, their membership of the Parent Council will be terminated if the majority of the members agree. Termination of membership would be confirmed in writing to the member. The member will have the right to appeal the decision.

6.9 Copies of the minutes of all meetings will be available to all parents of children at Bell's Brae Primary School and to all school staff.

7.0 FINANCE

7.1 The Council may raise funds by any legal means, other than borrowing, and may use these funds to carry out its functions at its discretion and in line with appropriate legislation. The Council may also receive grants and gifts.

7.2 A bank or building society account will be opened in the name of the Parent Council for all Council funds. Withdrawals will require two signatories nominated by the Council.

7.3 The Treasurer / Clerk will keep an accurate record of all income and expenditure, and will provide a summary of this for each Council meeting and a full set for the AGM.
The Council's accounts will be reviewed by an independent examiner.

7.4 The Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Council.

8.0 CONSTITUTION

8.1 The Constitution will be reviewed one year after the inaugural meeting of the Parent Council and at three year intervals thereafter.

8.2 The Parent Council may change its constitution after notifying all parents and obtaining consent from the majority of members of the Parent Forum. Parents will be sent a copy of the proposed changes in writing and given two weeks to respond to the proposal.

8.3 Agreed proposed changes would then be sent to Shetland Islands Council Schools Service for ratification.

9.0 WINDING UP

Should the Parent Council cease to exist, any remaining funds will be passed to the Bell's Brae Primary School fund, to be used for the benefit of the school.

NOTE 1 – Parent Council

The Parent Council is a group of parents selected by the Parent Forum to represent all the parents of children at the school.

Note 2 - Parent

The Act uses the broadly framed definition of 'parent' as set out in the Education (Scotland) Act 1980. This includes:

- non-resident parents who are liable to maintain or have parental responsibilities in respect of a child;
- carers who can be parents;
- others with parental responsibilities e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements; and
- close relatives, such as siblings or grandparent caring for children who are not looked after or are under home supervision arrangements.

Note 3 – Parent Forum

The Parent Forum comprises everyone who has parental responsibilities for a child attending Bell's Brae Primary School.