

Constitution of Lunnasting School and Early Years Parent Council

Aims

- To promote equality and fairness.
- To work in partnership with the school to create a welcoming environment.
- To promote communication and co-operation between the school, its pupils and all families.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school.

The Parent Council is there to represent the views of the Parent Forum and will work to uphold these aims.

Number of Members

The membership shall be a minimum of four and a maximum of eight parents/carers attending the school.

Annual General Meetings

The Parent Council is accountable to the Parent Forum of the Lunnasting Primary School and will make a report to it once a year on behalf of all parents.

The Annual General Meeting (AGM) will be held in September of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- a report on the work of the Parent Council and its committee(s);
- selection of the new Parent Council;
- discussion of issues that members of the Parent Forum may wish to raise;
- approval of the accounts and appointment of an individual who will review the annual accounts.

At all general meetings voting shall be on the basis of one vote per parent or carer/full Parent Council member present at the meeting. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall only be used in the event of a tie.

At the AGM of the Parent Council the quorum shall consist of 5 parents.

The Parent Council or 5 members of the Parent Forum shall have the power to call an Extraordinary General Meeting (EGM).

The Parent Council shall give all members of the Parent Forum at least 2 weeks' notice of the meeting and circulate notice of the matter - or matters - to be discussed.

Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They will be elected for a two year term and be eligible for re-election. In the event that the number of candidates exceeds the numbers of members set out in the constitution, members will be selected by election.

The Office Bearers will be Chairperson, Vice Chair, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first Parent Council meeting after the AGM. The Chairperson must be a parent/carer of a child attending the school.

The Headteacher or his/her representative has a right and duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to three members to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote, and resolutions shall be passed by a simple majority vote of those present. In the event of a tie, the Chairperson shall have a casting vote.

The Secretary shall be responsible for keeping accurate minutes. Minutes will be circulated to members of the Parent Forum via email and will be publicly available on the school website or by request.

If a member of the Parent Council resigns mid-term, the Parent Council will, depending on their status, ask for volunteers from the Parent Forum or co-opt a member. The elected member will serve the remainder of the term on the Parent Council.

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 if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

Meetings

The Parent Council will meet once in every school term.

At all meetings of the Parent Council half of the members shall form a quorum.

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

Finance

The funds of the Parent Council shall be lodged in a bank or building society, or other account in the name of the Parent Council. Withdrawals will require the approval of two Parent Council members.

The Treasurer will keep an accurate record of the financial transactions of the Parent Council and provide a summary of this at each Parent Council meeting, and a full account for the Annual General Meeting. The Parent Council accounts will be independently verified by an individual appointed at the previous Annual General Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the aims of the Parent Council. The Parent Council will be able to apply for grants and receive gifts.

Changes to the Constitution

Changes to the Constitution must be made at an AGM or EGM called for the purpose. Members of the Parent Forum will be sent a copy of any proposed amendment and given two weeks notice to consider it, make comments and/or bring points to the meeting. Amendments must be approved by at least two thirds of those present.

Initially the Constitution will be reviewed after the first year and thereafter every two years or sooner if deemed necessary.

Dissolution

Should the Parent Council cease to exist, any remaining funds will be distributed for the benefit of the children in the school.

Updated October 2025