



Dunrossness Primary School Parent Council Constitution

1. This is the constitution for Dunrossness Primary School Parent Council.
2. The objectives of the Parent Council are:
 - To work in partnership with Dunrossness Primary 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 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 all parents, i.e. the Parent Body, and report these to the Head Teacher and Education Department.
3. The membership will be a minimum of six parents or carers of children attending the school. The upper limit is twelve members, including any co-opted members.
4. Any parents of a child at the school can volunteer to be a member of the Parent Council. The Parent Council will ideally be made up of one parent representative from each year group including two representatives from the Nursery year groups. Parent Council members should reside in Shetland, and be able to actively participate in and contribute to Parent Council activities and events.
5. In the event that the number of volunteers exceeds the number of places on the committee, council members will be firstly selected based on one representative per year group and if the number of volunteers per year group is greater than one, the representative will be drawn by lots. Thereafter, lots will be drawn from the remaining volunteers to ensure the maximum number of council members is not exceeded. The initial Parent Council members will be drawn by the Chair of the School Board at the inaugural meeting and thereafter by the outgoing Chair of the Parent Council at the Annual General meeting.
6. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council. If during any year a vacancy arises in any year group, the Parent Council will initially seek a new parent member from that year group where possible.
7. In the event that a parent representative on the Parent Council is unable to attend a meeting, they may nominate another parent to represent them at that meeting.
8. Members of the Parent Council will serve for a period of up to two years, after which they may volunteer for a further period if they wish.
9. The Parent Council will co-opt up to three non-parent members to assist it with carrying out its functions. This may be made up of one member co-opted from the local



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community, as well as one teacher representative from the school staff. In addition, the Parent Council will work closely with the Pupil Council.

10. The Chair, Vice-Chair and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation. The Parent Council will be chaired by a parent of a child attending the school. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. The Clerk/Secretary will be appointed by the Parent Council and an honorarium will be payable by the SIC for this post. If the Clerk/Secretary is external to the Parent Council they will not hold a vote. Office bearers will be re-selected by the Parent Council on an annual basis. In the event that neither the Chair or Vice-Chair are present at a meeting, then a volunteer from the committee can be chosen to chair the meeting in their absence.
11. The Parent Council is accountable to the Parent Body (all parents and carers of pupils) for Dunrossness Primary School and will make a report to it following each meeting on its activities.
12. If 10% of members of the Parent Body request an extraordinary general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
13. The Annual Meeting will be held in the first term of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Body at least two weeks in advance. The meeting will include:
 - A report on the work of the Parent Council and its committees;
 - Selection of the new Parent Council members as required;
 - Discussion of issues that members of the Parent Body may wish to raise; and
 - Approval of the accounts and appointment of the auditor if necessary
14. The Parent Council will meet at least once in every school term. At least four parent members or their representatives must be in attendance to constitute a quorum.
15. Should a vote be necessary to make a decision, each parent member of the Parent Council or their representative at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
16. Any two independent 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 the date, time and place of the meeting.
17. If a Parent Council member acts in a way that is unconstitutional or brings the Parent Council into disrepute, their membership of the Parent Council shall be terminated if



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

18. Copies of formal minutes of all meetings will be made available to all parents of children at Dunrossness Primary School and to all teachers at the school.
19. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that it deems to be confidential. In such discussions, only parent members of the Parent Council and the Headteacher, or his or her representative, can attend.
20. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other nominated Parent Council member. The Parent Council can apply for grants and receive grants and gifts.
21. 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 Annual Meeting. The Parent Council accounts will be made available for internal or external audit on request.
22. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
23. 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, where this continues.
24. The constitution will be reviewed after one year in the first instance and every three years thereafter.

Reviewed, altered and approved at Parent Council AGM of 9th September 2024.

Next Review due 9th September 2027.