



HALLSIDE PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

Objectives for Hallside's Parent Council

- 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 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.

Membership

The membership of Hallside's Parent Council will be a minimum of 4 parents, carers or guardians of children attending the school. The membership will come from parents, carers and guardians of pupils of the school. Parents can be members by:

- Volunteering
- Being nominated by another parent, carer or guardians

Co-option

A Parent Council may co-opt up to 2 others to assist it with carrying out its functions, as and when required.

Period of Tenure on Parent Forum

The Parent Council will be selected for a period of 1 to 3 years after which parents may put themselves forward for re-selection if they wish provided their child is still at the school.

Co-opted members will be invited to serve for a period of 1 year after which time the Parent Council will review and consider requirements for co-opted membership.

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 Council.

Selection of Chair/Post holders

The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. The HT will chair the initial meeting until office bearers are selected. The role of the Secretary can be shared.

Office bearers will be re-selected by the Parent Council on an annual basis

Or if the Parent Forum decides to have a Chair: -

The Parent Council will be chaired by a parent of a child attending Hallside. If the child ceases to be a pupil, a new chair is appointed at the annual meeting.

Or if the child ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

General Meetings and Annual General Meetings

The Parent Council is accountable to the Parent Forum for Hallside and will make a report to it at least once every year on its activities on behalf of all parents.

If a quarter of members of the Parent Forum request a special 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.

The Annual Meeting will be held in October 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 on the work of the Parent Council and its committee(s)
- Selection of the new Parent Council

- Discussions of issues that members of the Parent Forum may wish to raise
- Approval of the accounts by an independent examiner

Head Teacher

The Head Teacher of the school has a right and a duty to attend meetings of the Parent Council, or to be represented. The Head Teacher can play an important role in advising the Parent Council on all issues relating to the work of the school and what it does to involve parents, as well as general matters of interest to the Parent Council.

School staff - teaching and support staff

Teachers and support staff can nominate representatives to join the Parents' Council. They can nominate up to 3 staff members.

How should the Parent Council carry out its work?

The Parent Council will meet once a month on the first Wednesday of the month. There must be at least 4 members in attendance for the meeting to go ahead.

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

Note of meetings

Copies of the minutes of all meetings will be available to all parents of children at Hallside and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office. Minutes will also appear on the school website and notice board in the school.

Confidentiality

Meetings of the parent council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or their representative, can attend.

Finances of the Parent Council

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 Parent Council member. 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 independently examined once a year.

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

Changing the constitution

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

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 where this continues.

September 2018