



Black Mount Primary School  
Parent Council Constitution  
October 2022

**It was agreed at the Parent Council Meeting on the 5<sup>th</sup> October 2022 that this is the adopted constitution for Black Mount Primary School Parent Council.**

## 1. Objectives of the Parent Council

- 1.1 To work in partnership with the school to create a welcoming school which is inclusive for all parents.
- 1.2 To promote partnership between the school, its pupils and its parents.
- 1.3 To develop and engage in activities which support the education and welfare of the pupils.
- 1.4 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.

## 2. Membership of the Parent Council

- 2.1 Membership is a minimum of 3 parents / carers of children attending the school.
- 2.2 Maximum size will be 15 parents / carers.
- 2.3 All parents/carers of a child attending the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the maximum, members will be selected by an election by existing members. Vacancies can be filled at any time up to the maximum number of members. Membership can be reviewed at any parent council meeting.

## 3. Co-option

- 3.1 The Parent Council may co-opt up to 6 members (including at least 1 from the related nursery/pre-school parents and carers) to assist it with carrying out its functions.
- 3.2 The number of parent/carer members on the Parent Council must always be greater than the number of co-opted members.
- 3.3 The Parent Council may co-opt up to 4 members of staff to assist it with carrying out its functions.

## Selection of Office-Bearers

- 4.1 The Chair, Vice Chair (optional), Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
- 4.2 Office bearers will be re-selected by the Parent Council on an annual basis at the annual meeting of the Parent Council.
- 4.3 The Parent Council will be chaired by a parent / carer of a child attending Black Mount Primary School. If the child ceases to be a pupil a new Chair will be agreed at the next Parent Council meeting.

## 4. Reporting / Meeting Arrangements

- 5.1 The Parent Council will compile an annual report and present it to the school regarding the activities undertaken in the year.
- 5.2 If 10 parents / carers request an extraordinary general meeting to discuss issues relevant to the Parent Council, the Parent Council shall make arrangements for this. The request for such a meeting needs to be put in writing to the Chairperson of the Parent Council. The Parent Council shall give at least 1 weeks' notice of the meeting and, at the same time, provide details of the matters to be discussed at the meeting.
- 5.3 The Annual General Meeting will be held in September of each year. A notice of the meeting will be issued at least 2 weeks in advance. Typically the meeting may include:
  - o a report on the work of the Parent Council and its committee
  - o selection of the new School Parent Council
  - o approval of the accounts
  - o discussion of issues raised by parents / carers
- 5.4 The Parent Council will meet on a monthly basis, except for December, April, July and August. The quorum will be decided at the first Parent Council meeting. Should a vote be necessary to make a decision each member at the meeting will have one vote, with the Chair having a deciding vote in the event of a tie. The number of co-opted members voting must not exceed the number of parents / carers voting. Parent council members can vote by proxy if they are unable to make the scheduled meeting.
- 5.5 Any three members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given at least one weeks' notice of the time, date and place of the meeting.
- 5.6 If a Parent Council member acts in a way that is considered by other members of the Parent Council to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated, if the majority of Parent Council members

agree. Termination of the membership would be confirmed in writing by the Chair designated representative to the member.

## Procedures of Meetings

6.1 Copies of the minutes of all meetings will be made available to parents / carers of the children at the School and South Lanarkshire Council within 2 working weeks of each meeting.

6.2 Meetings of the Parent Council are open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with in confidence. In such circumstances only members of the Parent Council and the Head teacher, or their representative, will attend. Members of the public can only speak by invitation of the Chair.

## 5. Funds

7.1 The Treasurer maintains a bank account in the name of Black Mount Primary School Parent Council for all Parent Council funds. Withdrawals require the signature of the Chairperson, Vice Chairperson or the treasurer and one other nominated Parent Council member.

7.2 The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this at each Parent Council meeting. A full account will be provided at the Annual Meeting. The Parent Council accounts will be audited by an auditor appointed at the previous Annual Meeting.

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

7.4 Should the Parent Council cease to exist and remaining funds will be passed to the education authority to be used for the benefit of the school.

## 6. Changes to the Constitution

8.1 The Parent Council can amend the Constitution, subject to the amendments being agreed upon at a meeting. Any proposed amendments will be made available to parents / carers and they will be given reasonable time to respond to the proposal.

8.2 A copy of the revised constitution will be sent to the local education authority along with a list of the School Parent Council members.