

Kirkton Primary Parent Forum

Constitution

September 2022



Constitution

The Kirkton Primary Parent Forum Constitution was amended at the AGM on 26th September 2022.

1. Objectives of the Parent Forum

- 1.1 To work in partnership with the school to create a welcoming school that is inclusive for all parents/carers
- 1.2 To promote partnership between the school, its pupils and all its parents/carers
- 1.3 To develop and engage in activities which support the education, welfare and social events for pupils.
- 1.4 To organise events for pupils and or parents/ carers / friends of the school. To incorporate fundraising.

2. Membership of the Parent Forum

- 2.1 All staff/ parents/ carers are members of the Parent Forum.
- 2.2 The business of the association shall be managed by a committee of office bearers plus a minimum of 2 parents and a representative from the teaching staff.
- 2.3 The business of the association can be carried out when there is a quorum of 3 members at any meeting.
- 2.4 Any parents/carers of a child/ children at the school can volunteer to be a committee member of the Parent Forum.
- 2.5 The Parent Forum may invite any such persons as may be required to its meetings to assist in its activities, including members of the pupil council.
- 2.6 The Parent Forum may establish any such committees or sub groups, either permanent or temporary, as it sees fit in order to assist in its work.
- 2.7 An Agenda will be available at the start of meetings.

3. Co-option

- 3.1 The Parent Forum association may co-opt up to 3 members to assist with carrying out its functions.
- 3.2 The number of parent members on the forum must always be greater than co-opted members.
- 3.3 The parent forum committee will promote and enlist the help of the wider school community to assist in running events.

4. Selection of Chair/Posts

- 4.1 The Chair, Vice Chair and Treasurer of the Parent Forum will be agreed at the annual AGM or annually at monthly meetings if a quorum of parents do not attend AGM.
- 4.2 The Parent Forum will be chaired by a parent of a child attending Kirkton Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting if not the AGM.

5. Reporting/Meeting Arrangements

- 5.1. The Parent Forum is accountable for the work of the forum for Kirkton Primary School and will make a report when necessary on its activities. They will communicate with all Parents by updating the school website and detailing quarterly news letters
- 5.2 There will be an AGM, annually in September. Special General meetings may be called at any time by the committee or on the requisition of not less than 6 members. At a General Meeting 8 members will form a quorum.
- 5.3 The Parent Forum will meet at least once in every school term. Should a vote be necessary to make a decision, each committee member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 5.4 Any two members of the Parent Forum can request that an additional meeting be held, and all members will be given at least one week's notice of date, time and place of the meeting.
- 5.5 If any Parent Forum member acts in a way that is considered by other members to undermine the objectives of the forum, their membership of the forum shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member.

6. Minutes/Procedures of Meetings

- 6.1 Copies of minutes of all meetings will be available to all parents/carers of children at Kirkton Primary School and to teachers and staff at the school. Copies will be available from the Secretary to the Parent Council or from the school office. Copies will be available from the school.

7. Funds

- 7.1 The Treasurer will open a bank or building society account in the name of the Parent Forum for all Parent Forum funds. Money may be drawn from the account on the signature of two office bearers.
- 7.2 The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each meeting and a full account for the Annual Meeting. The PTA accounts will be audited by the auditor appointed at the previous Annual Meeting.

- 7.3 The Parent Forum shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Forum.
- 7.4 Should the Parent Forum cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.

8. Changes to the Constitution

- 8.1 The Parent Forum 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.

9. Annual General Meeting

- 9.1 The Parent Forum will hold the Annual General Meeting in September annually.

Signature Chair Date:

Witness Date: