

This is the Constitution for Rigside Primary School Parent Council

1. Objectives of the Parent Council

1.1. The Objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents / carers.
- To promote partnership between the school, its pupils and all its parents / carers.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents / carers on the education provided by the school and other matters affecting the education and welfare of the pupils
- To promote contact and communication between the school, parents, pupils and wider community for the benefit of all.

2. Membership of the Parent Council

2.1 The membership will be a minimum of three parents / carers of children attending the school maximum of fifteen.

- Any parents / carers of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of fifteen, members will be selected by ballot.

3. Co-Option

3.1 A Parent Council may co-opt up to two members to assist it with carrying out its functions.

3.2 The number of parent members on the Parent Council must always be greater than that of co-opted members.

3.3 Two thirds of the Parent Council will be made up of Parent Forum members and one third of the membership will be reserved for other co-opted members including teaching and support staff in the school.

The Parent Council will extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.

4. Period of Tenure on Parent Forum

4.1 The Parent Council will be selected for period of one year.

4.2 After which parents / carers may put themselves forward for re-selection if they wish, provided their child is still at the school.

4.3 Co-opted members will be invited to serve for a maximum period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.

4.4 Parent / carers representatives will be selected at Council meetings.

Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group set up by the Council.

5. Selection of Chair / Postholders

- 5.1 The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
- 5.2 Office Bearers will be re-selected by the Parent Council every two years (at the annual meeting of the Parent Forum).
- 5.3 If the Parent Forum decides to have a Chair:
The Parent Council will be chaired by a parent / carer of a child attending Rigside Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

6. Reporting / Meeting Arrangements

- 6.1 The Parent Council is accountable to the Parent Forum for Rigside Primary School and will make a report to it at least once each year on its activities on behalf of all of the parents.
- 6.2 If twenty members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the forum at least two weeks notice of the meeting and, at the same time, circulate notice of the matter of matters to be discussed at the meeting.
- 6.3 The Annual Meeting 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 two weeks in advance. The meeting will include:
 - A report of 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 the auditor.
- 6.4 The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each member at the meeting will have one vote with the Chair having a casting vote in the event of a tie.
- 6.5 Any two 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 date, time and place of meeting.
- 6.6 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 by the Chair or designated representative to the member.

7. Minutes/Procedures of Meetings

- 7.1 Copies of the minutes of all meetings will be available to all parents of children at Rigside Primary School and to all teachers / staff at the school. Copies will be available.
- 7.2 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 headteacher, or his / her representative, can attend.

8. Funds

- 8.1 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.
- 8.2 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 audited by the auditor appointed at the Previous Annual Meeting.
- 8.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 8.4 Should the Parent Council cease to exist, any remaining funds will be passed to Rigside Primary School to be used for the benefit of the school.

9. Changes to the Constitution

- 9.1 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.

A copy of the revised constitution must be sent to the local education authority along with a list of Parent Council Members