

# Woodhead Primary School and Nursery Class Parent Council

## CONSTITUTION

### 1. Objectives of the Parent Council

The objectives of the Parent Council are:

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

### 2. Membership of the Parent Council

- Any parents, legal guardians or carers of a child at the school can volunteer to be a member of the Parent Council.
- The membership will be a minimum of three parents, legal guardians or carers of children attending the school.
- The maximum size is 12 parents, legal guardians or carers, with one of the 12 spaces reserved for a parent/carer of a child attending Woodhead Primary Nursery Class.
- The Head Teacher has both a right and a duty to attend.
- In the event of the number of volunteers exceeds the number of places set out in the constitution the members will be selected by ballot.

### 3. Co-option

- The Parent Council may co-opt up to **2** non parent/carers to assist it with carrying out its functions.
- The number of parent members on the Parent Council must always be greater than co-opted members.
- Two places will be reserved for school staff members, and a third place for a member of the nursery staff, and will not count towards the overall number of co-opted members.
- 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.
- Co-opted membership will be reviewed every two years in line with parental membership.
- For the purpose of any AGM discussions surrounding PTA subgroup, the PTA Chairperson will have a vote.

#### 4. Period of Tenure on Parent Forum

- The Parent Council will be selected for a period of two years.
- Nursery parents can take a two-year term and remain on the Parent Council if their child continues as a Primary 1 in Woodhead Primary, subject to a vacancy on the Parent Council. However, if the child goes to an alternative primary school, the parent will be removed from the Parent Council.
- Parents, legal guardians or carers 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 two years after which time the Parent Council will review and consider requirements for co-opted membership.
- Parent representatives will be selected at Parent Council meetings.
- 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. All parents are members of the parent forum and are entitled to attend any parent council meeting.
- Fundraising on behalf of the school will be carried by a subgroup of the Parent Council "The PTA", which will hold meetings out with the parent council. As per guidance (*"Parents as Partners- it is important to ensure the subgroup has a clear remit with someone responsible for its organisation and for reporting back to the full Parent Council"*) the subgroup will appoint a Chairperson and a Treasurer for a 2 yearly cycle at the Parent Council AGM and they will report back to the Parent Council yearly at the AGM.

#### 5. Selection of Chair/Office Bearers

- The Chair, Vice Chair, Secretary or Clerk of the parent Council will be agreed by the Parent Council members immediately following its formation.
- The chair person must be a parent, legal guardian or carer of a child at the school.
- Office bearers will be re-selected by the Parent Council every two years.

#### 6. Reporting/Meeting Arrangements

- The Parent Council is accountable to the Parent Forum for Woodhead Primary School and will make a report to it at least once each year on its activities on behalf of all the parents, legal guardians or carers.
- If 20 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, or matters, to be discussed at the meeting.
- 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 2 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 and/ or Subgroup PTA
  - discussion of issues that members of the Parent Forum may wish to raise
  - a financial report on the work of the subgroup PTA
- The Parent Council will meet at least once in every school term. 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.

- 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 the meeting.
- If there is a waiting list of parents wishing to join the Parent Council and a member of the Parent Council misses 3 consecutive meetings the Chairperson will contact PC member to discuss/support return to PC.
- 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. Agenda/Minutes/Procedures of Meetings**

- The agenda will be sent to the parent forum by email
- of the minutes of all meetings will be available on request to all parents, legal guardians or carers of children at Woodhead Primary School and to all teachers/staff at the school. Copies of the minutes will be posted on the school website.
- 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 or her representative, can attend.

#### **7. Changes to 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. A copy of the constitution will be available to view on the school website.

