


**Balfron Primary School
Parent Council
Constitution
October 2007**

**In the constitution the word parent will include carers and legal guardians
All parents are members of the Parent Forum**

1. This is the Constitution of Balfron Primary School Parent Council
2. The objectives of the Parent Council are:
 - To work in partnership with the school to ensure the school remains a welcoming, inclusive school for all parents and children.
 - To promote partnership between the school, its children, parents and the community, and uphold the shared values.
 - To support the school in all aspects of its work
 - To consult with and represent the views of the parents to the school management team
3. The membership will be a minimum of 4 parents of children attending the school, and a maximum of 8; The Parent council will be elected from nominations of parents from the wider Parent Forum, if there are more volunteers than there are vacancies.
4. Re-election will take place each 3 years. Members can stand down at any time?
5. The parent Council may co-opt up to 4 community members to assist it with carrying out its functions. The number of parent members must always be greater than co-opted members. 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. Working groups will be set up by the Parent Council to carry out its work; there will be a nominated Parent Council member responsible for reporting to the Parent Council on its work.
6. The Chair, Vice Chair, Secretary and Treasurer will be agreed by the Parent Council immediately following its formation. The Parent Council will be chaired by a parent of a child attending Balfron Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
7. The Parent Council is accountable to the Parent Forum of Balfron Primary School, and will provide a written report of its work annually. If 20% 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 Parent Forum 2 weeks notice of the meeting, and , at the same time, circulate notice of the matter or matters that will be discussed.
8. The Annual Meeting will be held in September/October 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 10 days in advance. The meeting will include:

- A report on the work of the Parent Council and its Working groups
 - Selection of the new Parent Council
 - Discussion of the issues that members of the Parent Forum may wish to raise
 - Approval of the accounts and appointment of the auditor
9. The Parent Council will meet once 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 the casting vote in the event of a tie. Any two Members of the Parent Council can request an additional meeting be held, and all members of the Parent Council will be given one weeks notice of date, time and place of the meeting. 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 will be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
 10. Copies of all minutes of meetings will be available to parents of children at Balfron Primary School, and to teachers at the school. Copies will be available from the secretary of the Parent Council, the clerk to the Parent Council, and will be displayed in the Entrance to the School
 11. Meetings of the Parent Council will 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 her representative, can attend. *The Chair of the Parent Council should ensure that meetings are run in an orderly fashion and in accordance with the agreed agenda.*
 12. 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 audited by the auditor appointed at the previous Annual Meeting. The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
 13. 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 at least two weeks to respond to the proposal.
 14. Should the Parent Council cease to exist, any remaining funds will be passed to the Education authority to be used for the benefit of Balfron Primary School, where this continues.