

1. Background

This is the constitution for Balfron Primary School and Nursery Parent Council. The following terms are used in this document:

- The Parent Council: Shortened term for Balfron Primary School and Nursery Parent Council.
- The Parent Forum: All parents who have a child at the school or nursery are members of the Parent Forum.
- Parent: The term parent is intended to be interpreted in its broadest sense throughout this document and includes anyone who has parental responsibilities and rights for a child or has care of a child.
- Office Bearers: Parent Council members who have been appointed to undertake specific roles e.g. Chairperson.
- Pupil Council: A group of pupils at Balfron Primary School chosen to represent the pupil voice.

2. Aims

- a) To promote partnership between Balfron Primary and Nursery Schools, their pupils and all the parents.
- b) To promote equality and fairness to ensure the school and nursery remain welcoming and inclusive for all parents and children.
- c) To raise money for the benefit of the school and nursery and their pupils.
- d) To develop and engage in activities which support and advance the education of pupils attending the school and nursery and promote the school and nursery values of co-operation, courage, respect, responsibility and resilience.

3. Powers

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

4. Membership

The membership of the Parent Council consists of parents of children attending Balfron Nursery or Balfron Primary School as selected by the Parent Forum.

Members of the Parent Council shall be appointed at the Annual General Meeting (AGM). They shall be elected for a one-year term and be eligible for re-election. The Parent Council membership will be a minimum of four including those appointed to specific roles (referred to

as Office Bearers). There is no maximum limit to the number of members on the Parent Council. It is a requirement that members of a Parent Council be PVG (Protection of Vulnerable Groups) checked before joining the Parent Council. Safeguarding provision should also be made appropriate to individual events and activities on consultation with the Headteacher.

The Office Bearers as a minimum will be a Chairperson (or Co-Chairpersons), a Treasurer, and such others as may be required e.g. Secretary, Fundraising Coordinator. The Office Bearers will be elected by the Parent Council at the first meeting after the AGM. In practical terms, this may be an Ordinary Meeting held immediately after the AGM. Should a position become vacant during the elected year, replacements can be opted in during any Parent Council meeting.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights. The Headteacher should provide advice, guidance and support for the Parent Council. The Headteacher should provide regular updates to the Parent Council on developments in the school and nursery. The Headteacher will be asked in advance if they have any issues that should be on the agenda; however, it is for the Parent Council to develop/agree the agenda. The meeting is permitted to go ahead if neither the Headteacher nor a representative can attend.

The Pupil Council can request that their ideas or views be discussed at a meeting and where applicable a representative can attend a meeting should that be appropriate.

The Parent Council may co-opt persons out with the Parent Forum to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further one-year term. Co-opted members do not have a vote. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents or carers whose children have now left the school or local community members. Parents shall always form the majority of the Parent Council.

5. Annual General Meeting (AGM)

The Annual General Meeting (AGM) shall be held within the months of September or October

each year. All Parent Forum members are welcome to attend with notice sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business at the AGM shall include as a minimum:

- a) reports from the Chairperson (or Co-Chairpersons) and the Treasurer
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) appointment of members to serve on the Parent Council

At all AGMs, voting shall be on the basis of one vote per Parent Forum member (i.e. any parent) present at the meeting. Additional attendees outwith the Parent Forum, such as the Headteacher, staff members, councillors or local authority staff, are not eligible to vote.

At all AGMs, the quorum shall consist of five members of the Parent Forum. Quorum is the minimum number of members that must be present to make the proceedings of the meeting valid.

The Parent Council or Parent Forum (if requested by at least four members) shall have power to call an Extraordinary General Meeting (EGM). An EGM is an unscheduled meeting to address urgent issues that cannot wait for the next AGM.

6. Ordinary Meetings

Meetings of the Parent Council shall be held as required, typically once per term. Meetings may take place virtually and/or in person. Meeting reminders shall be sent two weeks prior with a call for agenda items. The agenda shall be made available to the Parent Forum and Parent Council members one week before the meeting.

The Secretary shall be responsible for issuing agendas and keeping accurate minutes of all meetings. Should a Secretary not be in place, Parent Council members will undertake Secretary duties in rotation. Minutes shall be circulated, via email, to all parents / carers and the

Headteacher. Minutes will be available upon request to any other interested parties via the Parent Council email.

Four elected Parent Council members are required for a Parent Council meeting to be quorate that the meeting can proceed to take decisive action.

All Parent Council ordinary meetings shall be open to members of the Parent Forum (except where confidentiality is required) although they will not have voting rights.

The Chairperson or Chairpersons should ensure that any meetings are run in an orderly fashion and in accordance with the agreed agenda.

Each parent member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote by those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. Where the Parent Council is being led by two or more Co-Chairs, the casting vote will be shared.

If a Parent Council member acts in a way that is considered by others to undermine the objectives of the Parent Council, their membership of the Parent Council will be terminated if the majority of Parent Council members agree. Termination of membership will be agreed in writing.

7. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Access to accounts will be available to Chairperson (or Co-chairpersons), the Treasurer and any other member of the Parent Council where deemed suitable. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council members. For electronic banking, transactions are to be carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people. Where feasible, cash monies collected at events should be counted and agreed by two Parent Forum members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Treasurer should report on finances at every meeting.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

8. Changes in constitution

Changes or additions to the constitution must have unanimous support of the Office Bearers before being circulated to the membership of the Parent Forum who will have 10 days to respond. If the majority of responses consent to the amendment(s), the Parent Council may amend the constitution accordingly.

9. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to Balfon Primary and Nursery School accounts.

10. Communications

All formal communication shall be made through e-mail or minuted meetings.

11. Data protection

Any information kept by the Parent Council will be kept safe and secure and used only for the purpose for which it was given. Any Parent Forum member has the right to request the deletion of / access to their personal data held at any time by contacting the Parent Council email address.

12. Insurance

Advice will be taken from the Headteacher and Local Authority as to when Public Liability Insurance is required and the Parent Council will be responsible for securing the appropriate insurance.

Under the Scottish Schools (Parental Involvement) Act 2006, members of Parent Councils are not personally liable for anything done in good faith.