

Braehead Primary School Parent Council

Constitution

The objectives of the Parent Council are:

- a) to promote close co-operation and communication between parents and teachers;
- b) to promote equality and fairness;
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils;
- d) to engage in activities which support and advance the education of pupils attending the school;
- e) to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

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.

Number of Members

The membership consists of parents/carers of children attending Braehead Primary School as selected by the Parent Forum. It is up to the Parent Forum to decide the size of the committee.

The Parent Council may co-opt other members to the committee who are not parents/carers to assist from time to time, but the number of parent members must always be greater than co-opted members. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

General Meetings

The Annual General Meeting (AGM) shall be held in August/September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

1. the work of the Parent Council;
2. approval of the accounts;
3. any resolutions submitted by the Parent Forum;
4. election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.

At all general meetings the quorum shall consist of five.

The Parent Council or 51% of the Parent Forum shall have power to call an Extraordinary General Meeting (EGM).

Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election.

Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Deputy Chairperson and Secretary and such others as may be required. The office bearers will be elected by the Parent Council at AGM.

The Headteacher or his/her 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 unless these are given by the Parent Council/Parent Forum.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

Meetings

Meetings of the Parent Council shall be held as required, but at least once a term. At all meetings of the Parent Council, three shall form a quorum.

A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance.

All Parent Council meetings shall be open and any member of the Parent Forum may attend (although they will not have voting rights), 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.

Finance

The Parent Council is allocated a sum of money annually that is held by the school on the Parent Council's behalf to cover any costs that may arise. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council and any withdrawals must be authorised by two members of the Parent Council. Any monies that are not used during the year, will revert back into the school's funds at the end of the academic year.

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

Dissolution

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.

This Parent Council Constitution has been created with assistance from SPTC.