



DUNBLANE PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

1 NAME

This is the constitution for Dunblane Primary School Parent Council (“the Parent Council”)

2 OBJECTIVES

The objectives of the Parent Council are:

- (i) to identify and represent the views of all Parents of children at Dunblane Primary School (“the School”) on the education provided by the School and other matters affecting the education and welfare of the pupils;
- (ii) to promote partnership between the School, its pupils and the Parents;
- (iii) to develop and engage in activities which support the education and welfare of the pupils;
- (iv) to encourage links between the School, Parents, teachers, pupils and the community;
- (v) to organise a fundraising programme for the benefit of the School and the pupils;
- (vi) to be engaged in strategic planning and appointments for the School;
- (vii) to carry out all the functions of a Parent Council as set out in the Scottish Schools (Parental Involvement) Act 2006 and any other relevant statutory provisions.

3 MEMBERSHIP OF THE PARENT COUNCIL

There will be six Parent Members of the Parent Council. Each Parent Member must be a Parent of a child in attendance at the School. “Parent” includes a guardian and any person who is liable to maintain or has parental responsibilities in relation to, or has care of a child.

4 ELECTION OF PARENT MEMBERS

The Annual Meetings of the Dunblane Primary School Parent Forum (“the Parent Forum”) will elect the Parent Members. At the first Annual Meeting of the Parent Forum, six Parent Members will be elected to the Parent Council, three of whom will serve until the succeeding Annual Meeting and three of whom will serve until the second succeeding Annual Meeting. Thereafter at each Annual Meeting three Parent Members will be elected to serve until the

second succeeding Annual Meeting. Parent Members may serve for a maximum of two terms.

In the event that a Parent Member ceases to have a child in attendance at the School, then he or she will cease to be a Member of the Parent Council.

If for any reason there are fewer than six Parent Members of the Parent Council, then the remaining members of the Parent Council may co-opt a Parent or Parents to fill any vacancies until the succeeding Annual Meeting of the Parent Forum. At that succeeding Annual Meeting if the vacant position or positions are not amongst the three positions due for re-election, then the Parent Forum will elect a Parent or Parents to fill any remaining vacancy or vacancies for a further year. A Parent co-opted or elected to fill a vacancy will have the same rights and responsibilities as any other Parent Member.

5 CO-OPTED MEMBERS

The Parent Council must each year co-opt one member of the teaching staff of the School nominated by the teaching staff.

The Parent Council may at any time co-opt other Parents, pupils, members of staff or members of the wider community to advise or assist in the carrying out of its functions. All co-opted members serve until the succeeding Annual Meeting of the Parent Forum, and are eligible to be co-opted in the following or any subsequent year. A person may serve as a co-opted member as many times as the Parent Council thinks fit.

6 OFFICERS OF PARENT COUNCIL

At the first meeting of the Parent Council following the Annual Meeting of the Parent Forum, the Parent Council will choose one Parent Member to serve as Chair and one Parent Member to serve as Vice-Chair of the Parent Council for that year. In addition the Parent Council will appoint a Secretary and a Treasurer who may be Parent Members or co-opted members of the Parent Council. The Parent Council may appoint a Clerk who shall not be a member of the Parent Council.

7 SUB-GROUPS

The Parent Council will establish a Fundraising Committee who will be responsible for organising a fundraising programme for the benefit of the School and its pupils.

The Parent Council may form such other sub-groups as it considers necessary to carry out its functions and fulfil its objectives. The Parent Council will set the remit for, and may delegate appropriate authority to that sub-group.

8 PARENT COUNCIL MEETINGS

The Parent Council will meet within four weeks of the Annual Meeting of the Parent Forum and thereafter will meet regularly during term time (and at least once in each term) on dates to be set in advance. The agenda for a meeting will be circulated in advance of the date of the meeting and will be made available to parents. Any two Parent Members of the Parent Council may request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting.

The Headteacher of the School, or his or her representative, is entitled and has a duty to attend meetings of the Parent Council.

Meetings will be open to the public unless the Parent Council decides that consideration of any matter should be on a confidential basis, in which case only the Parent Members and co-opted members of the Parent Council and the Headteacher, or his or her representative, will be entitled to be present.

Meetings will be chaired by the Chair of the Parent Council, whom failing the Vice-Chair, whom failing a Parent Member chosen by the members of the Parent Council present at that meeting.

The quorum of meetings will be three Parent Members. In the event that a vote is necessary, each Parent Member at the meeting will have one vote, with the chair of the meeting having a casting vote in the event of a tied vote.

Copies of the minutes of the meetings will be available to all Parents and teachers at the School.

9 ANNUAL MEETING OF PARENT FORUM

All Parents of children at the School are members of the Parent Forum. The Annual Meeting of the Parent Forum will be held in the first term of each school year. A notice of the meeting including the date, time and place will be sent to all members of the Parent Forum at least two weeks in advance.

The Annual Meeting will include:

- (i) a report on the work of the Parent Council, the Fundraising committee and other groups formed by the Parent Council
- (ii) approval of the accounts and appointment of the auditor
- (iii) the Headteacher's report
- (iv) election of Parent Members of the Parent Council
- (v) discussion of issues of which members of the Parent Forum have given at least seven days notice
- (vi) discussion of such other business as the Parent Council considers appropriate
- (vii) consideration of any proposed amendments to the constitution

The Annual Meeting will be chaired by the Chair of the Parent Council, whom failing the Vice-Chair, whom failing another Parent Member chosen by the members of the Parent Council present at the meeting. In the event that a vote is necessary, each member of the Parent Forum at the meeting will have one vote, with the Chair of the Parent Council having a casting vote in the event of a tied vote.

10 SPECIAL MEETINGS OF PARENT FORUM

The Parent Council may at any time call a Special Meeting of the Parent Forum.

If 10 members of the Parent Forum request a Special Meeting of the Parent Forum to discuss issues falling within the remit of the Parent Council, the Parent Council shall arrange this.

The Parent Council will give all members of the Parent Forum at least two weeks notice of the date and time of any Special Meeting and the issues to be discussed at the meeting.

11 ACCOUNTS

The Treasurer will open and maintain a bank or building society account in the name of the Parent Council. The account will require the signature of the Treasurer and one other person chosen by the Parent Council to authorise withdrawals from the account.

The Treasurer will be responsible for keeping proper accounts in relation to all income and expenditure of the Parent Council 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 inspected by the auditor appointed at the Annual Meeting. The auditor must be independent of the Parent Council and have the necessary skill to examine accounts, but need not be a member of any professional body.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

12 AMENDMENTS TO CONSTITUTION

The Parent Council may change or replace this constitution after obtaining the consent of the members of the Parent Forum. Any proposed amendment or amendments must be sent to the each member of the Parent Forum with an invitation to indicate within such reasonable time as the Parent Council may specify, whether or not the member agrees to the amendment. If a majority of the members who respond timeously consent to the amendment the Parent Council may amend the constitution accordingly.

A copy of the amended constitution will be sent as soon as reasonably practical to the local education authority and to the Headteacher

13 EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, following discussion among the Parent Members and where a majority of the Parent Members are concerned that there is a need to act more quickly than would otherwise be allowed under this constitution, they may do so, subject to that action being reported to and agreed by the next meeting of the Parent Council. This may include calling meetings at shorter notice and without prior publication of papers.

14 DISSOLUTION

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority, specifically for the benefit of the School where this continues.

APPENDIX 1

Summary of the functions of a Parent Council, as outlined in the Scottish Schools (Parental Involvement) Act 2006.

- (a) to support the endeavours of those managing the school —
 - (i) to raise standards of education in the school,
 - (ii) to secure improvements in the quality of education which the school provides, and
 - (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
- (b) to make representations —
 - (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
 - (ii) to the education authority about the arrangements in its area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
- (c) to promote contact between —
 - (i) the school,
 - (ii) the Parent Forum,
 - (iii) parents of prospective pupils of the school,
 - (iv) pupils in attendance at the school,
 - (v) the community, and
 - (vi) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
- (d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event —
 - (i) not more than 12 months after the council is established, and
 - (ii) after that first report, at intervals of not more than 12 months,
- (e) to ascertain the views of the members of the Parent Forum as regards —
 - (i) the standards of education in the school,
 - (ii) the quality of education which the school provides,
 - (iii) the exercise by the council of its functions, and

- (iv) such other matters as appear to the council to be of interest or concern to the Parent Forum,
- (f) to collate those views and report them to—
 - (i) the headteacher of the school,
 - (ii) the education authority, and
 - (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
- (g) to review from time to time its constitution, and with the “requisite consent”, to amend (or replace) the council’s constitution whenever it appears to the council to be necessary or expedient to do so.

[“Requisite consent” —

- (a) is consent obtained after each member of the Parent Forum has been sent a copy of the proposed amendment or replacement with an invitation to the member in question to indicate, within such reasonable time as the council may specify in the invitation, whether the member agrees to that amendment or replacement, and
- (b) is the consent of the majority of such members of the parent forum as respond timeously to that invitation.]
- (h) whether or not it has ascertained and collated the views of the members of the Parent Forum as regards a matter mentioned in paragraph (e) above, to make representations to
 - (i) the headteacher of the school,
 - (ii) the education authority, or
 - (iii) such other person as it appears to the council appropriate to include for the purposes of this subsection, as regards that matter.
- (i) to agree and reasonably request an appropriate form for the report which the headteacher must make to the Parent Council at least once a year, evaluating the performance of the school and stating what the headteacher’s objectives and ambitions for the school are, having regard to —
 - (i) the school’s development plan and in particular the objectives for the school which the plan sets and the statement of ambitions for the school which it contains,
 - (ii) the report most recently prepared under section 6(4) of the Standards in Scotland’s Schools etc. Act 2000 (asp 6) (report as to what has been done, over a period of 12 months, in implementation of that plan),

(iii) the measures and standards of performance defined and published most recently under section 7(1) of that Act (review of school performance), and

(iv) the equal opportunity requirements.

(j) involvement in the education authority's "appointment process" for filling any headteacher or deputy headteacher post at the school, including consultation over changes to that process, creation of job descriptions and person specifications, shortlisting, interview and selection.

(k) involvement in the setting up and review of the education authority's complaints procedures

(l) involvement in the preparation and review of the school's development plan

APPENDIX 2.

Financial powers of a Parent Council, as outlined in the Scottish Schools (Parental Involvement) Act 2006, section 10.

(1) A Parent Council may

- a) raise funds by means other than borrowing
- b) receive gifts

and may expend any sums so received at its discretion

(2) A Parent Council is to keep proper accounts in relation to any sums received by it under subsection (1)

(3) A Parent Council is not to acquire any interest in heritable property, whether by inheritance, gift or otherwise.