



## CONSTITUTION

*Adopted April 2019*

### 1. Name

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

### 2. Aims and Objectives

- The aims of the Parent Council are:
  - To promote partnership between Dunblane Primary School (“the School”), its pupils and all its parents (“the Parent Forum”)
  - To work in partnership with the School to create a welcoming school which is inclusive for all parents
  - To develop and engage in School activities (including with Partners) which support the education of the pupils, the School values of respect, responsibility, honesty, care & compassion, fairness & equality and welfare of the pupils
  - To identify and represent the view of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of the pupils.
  - To raise money for the benefit of the school and Pupils
  - To carry out all functions of a Parent Council as set out in the Scottish Schools (Parental Involvement) Act 2006 and any other relevant statutory provisions.
- In order to achieve these aims, the specific objectives agreed are:
  - Consult and represent the views of the Parent Forum
  - Pursue issues raised by the Parent Forum
  - Be involved in the appointment of senior staff in line with the requirements of the Scottish Schools (Parental Involvement) Act 2006
  - Be involved in policy-making process of the School
  - To organise fundraising activities with the School through a DPS Fundraising Group.

<sup>(1)</sup> A Parent Member includes a guardian and any person who is liable to maintain or has parental responsibilities in relation to, or has care of a child. The Parent Member will engage with the aims and objectives of the parent Council and has one vote in the event a vote is necessary.

<sup>(2)</sup> A Co-opted Member is someone who has been appointed to the Parent Council by the existing Parent Council members in order to bring expertise or experience eg. Community representative. Note: A person who is eligible for selection/election to a Parent Council (as parent or staff member) is not eligible to be a co-opted member of that Parent Council.

- Keep the Parent Forum informed of matters arising from Parent Council meetings

### **3. Membership**

- All parents / carers of pupils at the School and School staff are invited to each Parent Council meeting.
- At the Annual General Meeting (“AGM”), any parents of a child at the school can volunteer to be Parent Member <sup>(1)</sup> of the Parent Council.
- The Parent Council has up to 16 elected Parent Members, including Chair, Vice Chair, Treasurer, Secretary (the office bearers) and DPS Fundraising Group representative (role).
- All Office Bearers (Chair, Vice Chair, Treasurer and Secretary) of the Parent Council will be agreed by the Parent Forum in attendance at the AGM.
- Any Parent Member failing to attend two consecutive meetings with no reason / apologies will be deemed to be retired from the Parent Council.
- Any Parent Member who ceases to have a child in attendance at the School will be deemed to be retired from the Parent Council.
- In the event of the retired Parent Member being an Office Bearer then the new Office Bearer will be decided at the next Parent Council meeting.
- The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.
- The Parent Council may at any time invite any individual to advise or assist in the carrying out of its functions as a Co-opted Member <sup>(2)</sup>.
- Presence of the Headteacher/representative and three elected Parent Members are required for a Parent Council meeting to be quorate that the meeting can proceed to take decisive action.

### **4. Election of Parent Members**

- Members and Office Bearers of the Parent Council shall be appointed at the AGM, held at the start of the school year.
- They shall be elected for a term of one calendar year and be eligible for re-election in subsequent years.
- Office Bearers will be expected to volunteer for a term of one calendar year and be eligible to hold a voluntary Office Bearer role in subsequent years.

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## 5. Meetings and Communication

- The Parent Council is accountable to the Parent Forum of the School.
- The AGM of the Parent Council will be held early in the new session. A notice of the meeting including date, time and place will be communicated to the Parent Forum at least two weeks in advance.
- The AGM agenda will include but not be restricted to the following;
  - Chair report
  - DPS Fundraising Group report
  - Head-Teacher report
  - Treasurer (approval of accounts)
  - Selection of the new Parent Council
  - Consideration of any proposed amendments to the constitution
- The Parent Council will meet once in every school term and the agenda will include, but not be restricted to the following;
  - Head-Teacher Update
  - Treasurer Update
  - Correspondence
- These meetings will be held in the School at a time and date agreed by all the members of the Parent Council.
- If a Parent Council meeting is not quorate, then the meeting will be postponed.
- In the event a vote is necessary to make a decision, each elected Member at the meeting will have one vote with the Chair / Vice-Chair of the Parent Council having the casting vote in the event of a tie.
- Minutes of Parent Council meetings will be made available to the Parent Forum and the School as paper copy in the School office and the School website.

## 6. Accounts / Funds

- The Treasurer will open and maintain a bank or building society account in the name of the Parent Council. There will be a minimum of three signatories on the account. This would be the Treasurer together with two other Parent Members chosen by the Parent Council. ~~The account will require the signature of two of the signatories to authorise withdrawals from the account.~~ Payments of greater than £500 should be paid by cheque and therefore need the signatory of the Treasurer and one other signatory on the account. Payments for £500 or less can be made via the online banking facility and will be made by the Treasurer.

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- 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 AGM.
- The Parent Council accounts will be independently examined by an individual who is not a Member of the Parent Council and with the necessary skills to examine accounts. Such individual would be expected to be a member of a relevant professional body.
- The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council as outlined in the Scottish Schools (Parental Involvement) act 2006, section 10.
- Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.

## **7. Amendments to the Constitution**

- The Parent Council may change or replace this constitution after obtaining the consent of the Parent Forum.
- The Parent Forum will be sent a copy of any proposed amendment(s) and given at least two weeks to respond to the proposal.
- If the majority response gives consent to the amendment(s), 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.

## **8. Exceptional Circumstances**

Following discussion among the members of the Parent Council and where a majority are concerned there is a need to act more quickly than would otherwise be allowed under this constitution, then meetings can be called at shorter notice without prior publication of papers subject to that action being reported to and agreed at the Parent Council meeting.

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