

# **Boghall Primary School Parent Council**

**(formerly the Friends And Staff Together Group F.A.S.T.)**

## **AIMS**

- to promote close co-operation and communication between parents and school
- to study and discuss matters of mutual interest relating to the education and welfare of pupils
- to engage in activities which support and advance the education of pupils attending the school
- to fundraise for the school

## **POWERS**

The Parent Council shall have the power to do anything considered by them to develop the aims but remember that they are there to represent the views of the Parent Forum (all parents of the school).

## **NUMBER OF MEMBERS**

The membership consists of parents/carers of children attending Boghall Primary School and staff. All parents are members but we understand that not all will wish to attend.

## **GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in October each year. The notice of the meeting shall be planned on the annual calendar.

The business shall include:-

- the work of the Parent Council
- approval of the accounts
- appointment of an individual who will review the annual accounts
- consideration to any resolutions submitted by the Parent Forum
- 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/staff present at the meeting. At all general meetings the quorum shall consist of four members.

The Parent Council shall have the power to call an Extraordinary General Meeting.

Each regular meeting will include updates from the HT, Treasurer's accounts and future plans.

## **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, secretary, treasurer and such others as may be required. The office bearers will be elected by the Parent Council either at the AGM, or the first meeting after the AGM.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council in an advisory capacity. Other staff members will have voting rights.

The Parent Council may co-opt members of the school community to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

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. 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.

A member of the Parent Council failing to attend three consecutive meetings may be deemed to have retired from the Parent Council.

Any member who acts in a way that is not within the aims/objectives of the Parent Council, or brings the reputation of the Parent Council into disrepute, shall be asked to attend a meeting where the issue will be discussed. A decision will be made by the current office bearers and attending members on whether they are able to continue in their role.

## MEETINGS

Meetings of the Parent Council shall be held as required. There are normally 9 meetings per year (as near the start of the month as possible). At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form quorum.

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

## 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. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council 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 four weeks before the AGM and the accounts shall be reviewed by an individual who is not a member of the Parent Council, or relative to the Treasurer.

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.

## 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 as necessary.