



ST JOSEPH'S RC PRIMARY AND NURSERY PARENT COUNCIL

CONSTITUTION

1. NAME

1.1 The Parent Council shall be known as St Joseph's RC Primary and Nursery Parent Council and will hereafter be referred to as the PC.

2. AIMS

2.1 To raise the profile of the PC.

2.2 Promote encouraging, engaging and positive open lines of communication between the parent body and the St Joseph's RC Primary and nursery staff body.

2.3 Work inclusively with the school and its community in the best interest of the pupils, staff and parent body.

2.4 To raise funds to help contribute to extra curricular activities, equipment and any other areas that benefit the children within the school.

2.5 Organise and promote activities for children and parents to encourage positive family engagement.

3. POWERS

3.1 The PC 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 Body.

4. MEMBERSHIP

4.1 The membership of the PC consists of parents/carers of children attending St Joseph's RC Primary and/or nursery, as selected by the Parent Body.

5. NUMBER OF MEMBERS

5.1 The membership consists of parents (as defined by the Scottish School's (Parental

Involvement) Act 2006) of children attending St Joseph's RC Primary (Whitburn) and Nursery as selected by the Parent Body.

5.2 The PC Membership will be a minimum of 4 members with a maximum of 20. In the event that the maximum number is exceeded as set out by the constitution, members will be selected by considering the skills and experience of volunteers. Anyone not selected to be on the PC may be offered a position within a subgroup created by the PC.

5.3 Any member of the Parent Body (those with children attending the school and nursery) can volunteer to be a member of the PC.

6. OFFICE BEARERS

6.1 The official office bearer roles within the PC shall consist of the below:

Chairperson
Vice Chair
Treasurer
Secretary

7. ANNUAL GENERAL MEETINGS

7.1 The Annual General Meeting (AGM) shall be held in September each year. Notice shall be given to the parent body a minimum of 2 weeks in advance. Meetings will take place in person.

7.2 The business will include –

7.2.1 The work of the PC – Report from the Chair

7.2.2 Approval of accounts

7.2.3 Appointment of an individual who will review the annual accounts

7.2.4 Any resolutions submitted by the parent body/forum

7.2.5 Appointment of members to serve on the PC

7.3 All office bearers/those wishing to hold an office bearer role must be in attendance.

7.4 At all annual general meetings of the PC, attendance must be a minimum of 4.

7.5 At all annual general meetings, voting shall be based on one vote per parent/carer present

at the meeting. Co-opted members on PCs do not have a vote nor does the headteacher, staff members, councillors or local authority staff in attendance. However, the co-opted member representing the nursery shall have a right to vote on matters of importance to the nursery.

7.6 A minimum of 3 PC members or 10 parent body members have the power to call an extraordinary general meeting.

8. GENERAL MEETINGS

8.1 Meetings of the PC shall be held once per term or as required.

8.2 Official PC meetings will take place in person with sub-group meetings being in-person or online.

8.3 Meeting reminders shall be sent out with a call for agenda items. The agenda shall be made available to the PC and parent body before the meeting.

8.3.1 In the event of special circumstances, a meeting of the PC can be held without the agenda going out in advance.

8.4 At all general meetings, the minimum number shall consist of the 4 core PC members.

8.5 All PC ordinary meetings shall be open to members of the Parent Body and all in attendance will have voting rights.

8.6 Decisions and votes made at meetings cannot be overruled/changed.

8.7 A Whatsapp group will be created and be accessible to all members of the parent body. The group is there to help share information, collect agenda items and raise any points for discussion. If big decisions are made via the Whatsapp group, this must be brought forward at the next meeting and put into the minutes for transparency.

9. PARENT COUNCIL MEMBERSHIP

9.1 Members of the PC will be appointed at the AGM for a one-year term and will be eligible for re-election. Parents shall always make up most of the PC.

9.2 The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer, and such

others as may be required. The office bearers will be elected by the PC at the first meeting after the AGM.

9.3 The Head Teacher and/or their representative has a right and duty to attend meetings of the PC. The Head Teacher and/or their representative attends meetings in an advisory capacity and have voting rights where the situation is applicable. The meeting can still go ahead if neither a head teacher nor a representative can attend.

9.4 The PC shall invite a Church Representative to be co-opted on to the PC.

9.5 The PC may co-opt up to 2 people to help carry out functions at any time. The co-opted members shall retire at the AGM although can be re-instated for another term.

9.6 Each member of the PC shall have one vote and decisions made by the majority. The Chairperson will have one vote. A casting vote will only be utilised in the event of a tied decision, except in a situation where there is a conflict of interest (i.e where the individual would benefit from the outcome of the vote).

9.7 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 Body. Draft minutes shall be written and distributed to all members of the PC in attendance, ratified, and then shared via the school blog and Facebook PC page ahead of the next meeting taking place.

9.8 A member of the PC failing to attend two consecutive meetings without advance reason/apologies via email/Whatsapp group, may be deemed to have retired from the PC.

9.9 The PC are responsible for ensuring that all money or property received by/for the PC shall be used in relation to the aims of the PC.

10. FINANCE

10.1 The funds of the PC shall be lodged in a bank, building society or other account in the name of the PC.

10.2 Cheques shall be drawn, or withdrawals made against the signatures of at least two named PC members.

10.3 For electronic banking, make sure transactions are carefully recorded and shared at meetings.

10.4 Invoices and expenses repayments should be signed off by two people.

10.5 The Treasurer/s shall be responsible for keeping accurate records of the financial transactions of the PC.

10.6 The books shall be brought to balance by the end of summer term. If the treasurer is not returning to their post, the documents should be passed onto chair/secondary treasurer for safekeeping until the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Body.

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

10.8 At the end of every event held by the PC, cash shall be counted, logged and signed off by 2 members of the PC. Any electronic fees shall be noted and added to the sum.

10.9 The Treasurer should report on finances at every meeting.

11. SUBCOMMITTEES

11.1 For any event planned/being executed by the PC, the Parent Body should be made aware of these via the school blog and PC facebook page, and offered the option of being involved in planning, to whatever degree they are able. This will help provide inclusivity within the PC and Parent Body in general and allow people to get a further insight into the PC.

11.2 A member of the PC must be on every subcommittee/Whatsapp group.

11.3 Subcommittees will have their own group set up on Whatsapp for discussion and decision making, in consultation with the Parent Council.

12. CHANGES TO THE CONSTITUTION

12.1 Changes to the constitution must be made at the AGM unless an EGM is called for purpose.

12.2 The requested change will be highlighted within the notice of the calling of the meeting and must be agreed by no less than two-thirds of all parents/careers present at the meeting.

13. DISSOLUTION

13.1 In the event of the PC dissolving, any remaining funds will be donated to St Joseph's RC Primary, Whitburn, for use that will benefit the pupils of the school.