

CALDERWOOD PRIMARY SCHOOL PARENT COUNCIL

OUR CONSTITUTION

1. Name

The Parent Council shall be known as the **Calderwood Primary School Parent Council** (or referred to as The Parent Council, or abbreviated to "PC")

2. Aims

The Advancement of Education, which will be achieved by the following methods:

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

3. Powers

The Parent Council shall have the power to do anything considered by them to be in pursuit of the Aims while ensuring that the views of the Parent Forum are represented.

4. Membership

The membership of the Parent Council consists of parents/carers of children attending Calderwood Primary School (including the Nursery) as selected by the Parent Forum.

5. General Meetings

The Annual General Meeting (AGM) shall be held in Term 3 each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/ or in person, but the notice period and AGM procedures remain the same.

The business shall include:

- a) The work of the Parent Council (including reports from the Chair and the Treasurer)
- b) Approval of the accounts
- c) Appointment of an individual who will review the annual accounts
- d) Any resolutions submitted by the Parent Forum
- e) Appointment of members to serve on the Parent Council

At all General Meetings, voting shall be based on one vote per parent/ carer present at the meeting. Unless specified otherwise, resolutions shall be passed by a simple majority vote of those present.

Co-opted members on Parent Councils do not have a vote, nor does the headteacher, any staff members, councillors or local authority staff attending.

At all General Meetings, the quorum shall consist of 10 members.

The Parent Council, or 25 members of the Parent Forum, have the power to call an Extraordinary General Meeting.

6. 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-appointment. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chair, Vice Chair, Secretary, Treasurer. Other roles may be suggested and implemented as required. The Office Bearers will be selected by the Parent Council at the first meeting after the AGM.

The Headteacher or their 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. If the Headteacher is unable to attend, then they may send a representative. The meeting can still go ahead if neither the Headteacher nor a representative can attend.

The Parent Council may co-opt up to 10 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents whose children have now left the school or local community members.

Each parent/carer member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair.

The Chair'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 without reason/apologies may be deemed to have retired from the Parent Council.

7. Ordinary Meetings

Meetings of the Parent Council shall be held as required. Meetings may take place virtually (e.g. online) and/ or in person.

At all meetings of the Parent Council, four 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 ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

8. 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 six weeks

before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Treasurer should report on finances at every meeting.

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.

9. 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 at least two thirds of all parents/ carers present.

10. Dissolution

If the Parent Council ceases to exist, any remaining funds shall pass to the school and must be used to advance education for the benefit of families or pupils at the school.

Approved on Tuesday 14th June 2022 at the Parent Council AGM