



# Crosshouse Primary School

## PARENT COUNCIL CONSTITUTION

September 2018

## 1. Definitions

**Parent Forum** – Collective name for every Parent at the school

**Parent Council**- a group of parents selected by members of the parent forum to represent all the parents of children at the school,

**Pupil Council**- a group of children who represent the interests of each class at the school

**Parent/s**- A parent, carer, grandparent or nominated person who has the proxy (permission) to represent a child within the school

**Co-opted**- appointed to the membership of the Parent Council by invitation of the existing members

**Elected Representative/s**- Voted in posts for Chair, Vice Chair, Secretary and Treasurer

**Chair**- the elected person who resides over the Parent Council meetings, represents the Parent Council at Annual General Meetings (“AGM”) and any Head Teacher interviews

**Vice Chair**- the elected person who supports the Chair and acts as Chair if the Chair is unavailable

**Treasurer**- the elected person who is responsible for managing the Parent Council funds, financial assets and preparation of annual accounts

**Secretary**- the elected person who is responsible for supporting the Chair and providing official records of each Parent Council meeting

## 2. Objectives of the Parent Council

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school inclusive for all parents and pupils.
- To promote partnership between the school, its pupils, parents and the community.
- To work in conjunction with the Pupil Council
- Work in partnership with the Head Teacher on the school improvement plan and agree spending allocation for the Pupil Equity Fund (“PEF”).

- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of the pupils.

### **3. Membership of the Parent Council**

- Any member of the Parent Forum can volunteer to be a member of the Parent Council.
- The membership will be a minimum of three (“3”) parents of children attending the school.
- The maximum number of parents is 5% of the school role (for example if there are 400 pupils, the maximum Parent Council members will be  $5\% * 400 = 20$ ).
- The Head Teacher has both a right and a duty to attend in an advisory role.
- Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the Parent Council members will be selected via evaluation criteria as pre-agreed by the Chair and Head Teacher.
- The Elected Representatives may, at their discretion and following agreement at any Parent Council meeting, pass items of action to the Parent Council members to execute as they see fit and in line with the overall Objectives of the Parent Council.

#### **4. Co-option**

- The Parent Council may co-opt up to a maximum of eight ("8") non parents to assist it with carrying out its functions.
- The number of parent members on the Parent Council must always be greater than co-opted members.
- Four ("4") co-opted places will be reserved for school staff members.
- The Parent Council will extend an invitation to the local Councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.
- Co-opted membership will be reviewed on an annual basis.

#### **5. Period of Tenure on Parent Forum**

- The Elected Representatives of the Parent Council will be selected for a two ("2") year tenure unless an Elected Representative chooses to formally resign in writing from that position.
- Should an Elected Representative resign mid-tenure an acting post will be created until the next AGM.
- Parents may put themselves forward for re-selection provided their child is still at the school for a minimum of one ("1") full year.
- Co-opted members will be invited to serve for a period of one ("1") year after which time the Parent Council will review and consider future requirements for co-opted membership.
- Parent representatives can be selected at Parent Council meetings where selection will be formally minuted.
- Any member of the Parent Forum may be offered the opportunity to be part of any sub-groups set up by the Parent Council.

## 6. Selection of Elected Representatives

- The Chair, Vice Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation.
- All Elected Representatives must be a parent of a child at the school.
- Elected Representatives will be re-selected by the Parent Council every two years.

## 7. Reporting/Meeting Arrangements

- The Parent Council is accountable to the Parent Forum and will report to it at least annually on its activities on behalf of all the parents through the AGM.
- If the majority of members (51% or more) of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council ensure this is arranged, giving a minimum of two ("2") weeks' notice. An agenda will be circulated to the Parent Forum outlining key matters to be discussed at the special general meeting.
- The AGM will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two ("2") weeks in advance.
- The meeting will include as a minimum:
  - ✓ a report on the work of the Parent Council and its sub-committee(s)
  - ✓ selection of the new Elected Representatives
  - ✓ discussion of issues that members of the Parent Forum may wish to raise
  - ✓ approval of the accounts and appointment of the auditor.
- The Parent Council will meet at least eight ("8") times throughout the school year. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- Parent members are expected to attend at least 60% of all Parent Council meetings in order to retain a place on the Parent Council.
- Voting on financial expenditure can only occur when two ("2") Elected Representatives are in attendance.

- Any two (2") members of the Parent Council can request for an additional meeting, and all members of the Parent Council will be given at least one ("1") weeks' notice of a date, time and place of the meeting.
- If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their actions will be discussed at the next Parent Council meeting where they will have a chance to represent themselves. A vote will take place on their continuing membership and if a majority (50% or greater) vote for termination, then the impacted parent will be asked to leave the parent Council. Termination of membership will be confirmed in writing by the Chair or other Elected Representative.

## **8. Minutes/Procedures of Meetings**

- The Parent Council will publish the minutes through any means it deems relevant, but as a minimum, a copy of the minutes will be available on the school website.
- Meetings of the Parent Council shall be open to all members of the Parent Forum, unless the Parent Council is discussing an issue which it considers confidential. In such circumstances, only Parent Council members, the Head Teacher and any additional representative that the Head Teacher deems necessary can attend.

## **9. Administration and Funds**

- Any funds raised by the Parent Council will be used to advance the overall objectives of the Parent Council and to provide benefit to the pupils of the school.
- The Treasurer will open and maintain a bank account in the name of the Parent Council for all funds to be held, with any two ("2") of the four ("4") Elected Representatives able to authorise withdrawals from this account.
- The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting, and a full account for the AGM.
- The account will be audited in line with current legislative requirements.

## **10. Changes to the Constitution**

- The Parent Council may change its constitution by completing the following steps
  - ✓ Suggested amendments are presented at a Parent Council meeting.
  - ✓ The suggested amendment/s are communicated to the Parent Forum in writing and a two (2") week consultation commences.
  - ✓ Following consultation with the Parent Forum, the Parent Council will review all feedback and will vote on the changes at the next Parent Council meeting.
  - ✓ The Constitution is updated in writing and published to the Parent Forum.

## **11. Winding Up**

- Should the Parent Council cease to exist all funds on winding-up will be passed to the school for the benefit of pupil.

## 12. Revision History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Brief description of changes</b>
draft	15/05/18	Tracey Graham	Revised Constitution
Final	03/09/18	Tracey Graham	Approved by Parent Council on 29/8