

Mossneuk Primary School Parent Council

Constitution

Definition of terms:

- **Parent Forum** – all the parents or guardians of all of the school's pupils.
- **Parent Council** – a subset of the above, who become members of the Parent Council as outlined in this constitution, plus co-opted members.
- **Postholders** – the Chair, Vice Chair, Clerk and (as applicable) Treasurer of the Parent Council

1. Objectives of the Parent Council

1.1 The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
- Help the school to take forward its plans.
- To promote partnership between the school, its pupils and its parents.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To represent the Parent Forum in the selection of new senior staff, as required.

2. Membership of the Parent Council

2.1 The membership will be a minimum of three parents of children attending the school.

2.2 The maximum size is 29 such parents.

2.3 As far as is reasonably practical, membership will be spread across the year groups. The Parent Council will ask for members from years that are not represented.

2.4 Any parent of a child at the school can volunteer to be a member of the Parent Council.

2.5 In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected thus:

- Those who attend a Parent Council meeting and who are eligible to become members will be deemed to be members unless the maximum membership would be exceeded as a result.
- If the maximum membership is exceeded, those who attended the previous meeting will be deemed to be the members, up to the maximum number of members, with the balance up to the maximum being made by balloting those remaining.

3. Co-option

3.1 The Parent Council may co-opt individuals to assist it with carrying out its functions. Co-optees will not count as members and thus will have no vote.

3.2 The number of parent members on the Parent Council must always be greater than co-opted members.

3.3 As a guide, two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including the head teacher (or their representative), and teaching and support staff in the school.

3.4 The Parent Council will specifically extend an invitation to the local councillor(s) to attend meetings but they will not be formal representatives of the Parent Council.

4. Period of Tenure on Parent Forum

4.1 Parents may remain as members of the Parent Council provided at least one child is still a pupil at the school.

5. Selection of Chair/Postholders

5.1 The Chair, Vice Chair, Clerk and (if one is deemed necessary by the Chair, Vice Chair and Clerk) Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

5.2 Postholders will be eligible for re-selection by the Parent Council on an annual basis (at the annual meeting of the Parent Council).

5.3 The maximum period of tenure for any postholder is 3 years.

5.4 The Parent Council will be chaired by a parent of a child attending the school. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

5.5 If more than one person volunteers to hold each role, then the appointment to that role shall be decided by a ballot of the Parent Council members, with the Chair having the casting vote in the event of a tied vote. If the vote for the new Chair is tied, the appointment of the Vice Chair will be made first and the Vice Chair will then have the casting vote.

6. Reporting/Meeting Arrangements

6.1 The Parent Council is accountable to the Parent Forum for the school and will make a report to it at least once each year on its activities on behalf of all the parents.

6.2 If 10 members or 5% of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

6.3 The Annual Meeting will be held in May or June 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 2 weeks in advance.

The meeting will include:

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- a report on the work of the Parent Council and its committee(s)
- selection of the new Parent Council post holders
- discussion of issues that members of the Parent Forum may wish to raise
- approval of any accounts and, if appropriate, the appointment of the auditor.

6.4 The Parent Council will meet at least once in every school term, but preferably more often such as on a nominally monthly basis.

6.5 Any three members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

6.6 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.

6.7 If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member by the Chair or a designated representative.

7. Minutes/Procedures of Meetings

7.1 Copies of the minutes of all meetings will be available to all parents of children at the school and to all teachers/staff at the school. Copies will be available from the Clerk to the Parent Council and from the school office.

7.2 Meetings of the Parent Council shall be open to the public, unless the Chair (where practical in consultation with the members) decides that the Parent Council is discussing an issue that should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the headteacher, or his or her representative, can attend.

8. Funds

8.1 If the members appoint a Treasurer, the Treasurer will, at the request of the Parent Council, open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

8.2 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 Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

8.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

8.4 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 (or schools), where this continues.

9. Changes to the Constitution

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9.1 The Parent Council may change its constitution if consent is given by at least 75% of the members. Members of the Parent Council will be sent a copy of any proposed amendment and given no less than two weeks to respond to the proposal.

A copy of the revised constitution must be sent to the local education authority

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