



# GLASSFORD PRIMARY SCHOOL

## Parent Council Constitution

### 1. Aims

- a) to promote close co-operation and communication between parents and teachers
- b) to promote equality and fairness
- c) to study and discuss matters of mutual interest relating to the education and wellbeing of pupils
- d) to engage in activities which support and advance the education of pupils attending the school

### 2. Powers

- 2.1 The Parent Council 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 Forum.

### 3. Number of Members

- 3.1 The membership will be a minimum of 3 parents of children attending Glassford Primary School as selected by the Parent Forum and the proposed maximum is 10.
- 3.2 The Parent Council may co-opt up to 3 members to assist with carrying out its functions.
- 3.3 The number of parent members on the Parent Council must always be greater than the co-opted members
- 3.4 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 teaching and supports staff within the School.
- 3.5 The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.
- 3.6 The Parent Council will extend an invitation to local Councillors to attend meetings, but they will not be formal representatives of the Parent Council.
- 3.7 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 set out in the Constitution, members will be selected by a Parent Forum ballot.

### 4. Parent Council Membership

- 4.1 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 thereafter. 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 at the AGM for a one year term.

- 4.2 The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.
- 4.3 The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.
- 4.4 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 – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.
- 4.5 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 or School staff.
- 4.6 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.
- 4.7 If a member of the parent Council acts in a way that is considered by others to undermine the objectives of the parent Council, his/ her membership of the Parent Council will be terminated, if the majority of the parent members agree. Termination of the membership would be confirmed in writing to the member by the Chairperson or designated representative.

## **5. General Meetings**

- 5.1 The Annual General Meeting (AGM) shall be held in June or August each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.
- 5.2 The business shall include:-
  - a) the work of the Parent Council
  - 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) election of members and Office Bearers to serve on the Parent Council
- 5.3 At all general meetings, voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.
- 5.4 At all general meetings the quorum shall consist of 3.
- 5.5 The Parent Council or 3 members of the Parent Forum shall have power to call an Extraordinary General Meeting.

## **6. Meetings**



- 6.1 Meetings of the Parent Council shall be held at least once each term and as required. At all meetings of the Parent Council, 3 shall form a quorum.
- 6.2 All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights. If there are issues to be discussed which are considered confidential, only members of the Parent Council and the teaching staff can attend this part of the meeting.

## **7. Funds**

- 7.1 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.
- 7.2 The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council and a summary will be provided at each meeting. 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.
- 7.3 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.
- 7.4 Decisions on the spending of funds shall be agreed at Parent Council meetings.
- 7.5 There is no separate fundraising Committee to raise funds for the benefit of the School. Anyone from the parent forum can be involved in making suggestions as to fundraising ideas, arranging or stewarding at fundraising events. However any monies raised will be counted and then banked by the Treasurer or other nominated representative from the Parent Council.

## **8. Changes to the Constitution**

- 8.1 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.
- 8.2 A copy of the revised constitution must be sent to the local education authority along with a list of Parent Council members.

## **9. Dissolution**

- 9.1 In the event that the Parent Council ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.