

# Auchengray Primary School Parent Council

## Constitution 2015

### 1. Objectives of the Parent Council

1. The objectives of the parent council are:
  - To work in partnership with the school and staff to create a welcoming environment which is inclusive for all parent / carers.
  - To promote partnership between the school, our pupils, all our parents / carers (i.e. the Parent Forum) and the wider community.
  - To develop and engage in activities which support the education and welfare of all 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 our pupils.
  - To support fundraising activities.

### 2. Membership of the Parent Council

1. The membership will be a minimum of three parents / carers of children attending the school.
2. The maximum size will be 12 parents / carers.
3. Any parent / carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number volunteer exceeds the number of places set out in the constitution, members will be selected by election, which will be conducted within four weeks of this meeting.
4. All members of the Parent Council will be expected to follow the objectives of the Parent Council as outlined above in 1.1.

### 3. Co-option

1. The Parent Council may co-opt up to three members to assist it with carrying out its functions.
2. The number of members of the Parent Council must always be greater than co-opted members.
3. The parent Council may additionally co-opt up to two members of staff to assist it with carrying out its functions.
4. The parent council will extend an invitation to the local councillor(s) to attend meetings.

### 4. Period of Tenure

1. The Parent Council will be selected for a period of one year.
2. Parents/carers may put themselves forward for reselection if they wish, provided their child is still at the school.
3. Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.
4. Any member of the Parent Forum, who is not a member of the Parent Council, can volunteer to be part of any sub-groups set up by the Council.

### 5. Selection of Office Bearers

1. The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
2. Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).
3. The Parent Council will be chaired by a parent/carer of a child attending Auchengray Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

## 6. Sub-groups

1. The Parent Council may set up Sub-groups for specific purposes.
2. Where it does so the Parent Council shall agree the remit for the sub-group.
  - The purpose for which the sub-group has been created.
  - The membership of the sub-group.
  - How the sub-group shall link with the Parent Council.

## 7. Reporting Arrangements

1. The Parent Council is accountable to the Parent Forum for Auchengray Primary School and will make a report to it at least once each year regarding its activities on behalf of all the parents / carers.
2. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be notified to all members of the Parent Forum at least two weeks in advance. The meeting may include.
  - A report of the work of the Parent Council and its committee(s)
  - Selection of the new Parent Council
  - Discussion of issues that members of the Parent Forum may wish to raise
  - Approval of the accounts and appointment of the auditor.

7.3 The parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each member at the meeting can have one vote, with the Chair having a casting vote in the event of a tie. The number of co-opted members voting must not exceed the number of parents/carers voting.

7.4 Any member of the Parent Council can request that an additional meeting be held, and all the members of the Parent Council will be given one week notice of date, time and place of the meeting.

## 8. Minutes/Procedures of Meetings

8.1 Copies of the minutes of all meetings will be available to the Parent Forum of Auchengray Primary School and to all staff at the school.

8.2 Meetings of the Parent Council shall be open to the Public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head teacher, or his or her representative, can attend. Members of the Public can only speak by invitation of the Chair.

## 9. Funds

9.1 The treasurer will open a bank or building society account in the name of Auchengray School Parent Council for all Parent Council Funds. Withdrawals will require the signature of the Treasurer and one other signatories. There will be a three signatories in total.

9.2 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.

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

9.4 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, where this continues.

## 10. Communication

10.1 A Gmail account will be set up by the school and used exclusively for communication relating to Parent Council business.

10.2 The Gmail account will be accessed by the Secretary, Chairperson and or Vice Chair on at least a weekly basis.

10.2 A list of contact details will be maintained by the Parent Council. This will be kept securely and used only for the purpose of contacting members of the Parent Forum in relation to Parent Council business.

10.3 Contact details provided by Parents / Carers and any others parties will not be shared or passed on.

10.3 When a child leaves the school their parent/carers details will be removed from the contacts list.

10.4 All email communication will comply with related legislation.

## 11 Changes to the Constitution

11.1 The Parent Council may change its constitution after obtaining the consent from members of the Parent Forum. Members of the Parent Forum will be notified of any amendment and given reasonable time to respond to the proposal.

11.2 A copy of the revised Constitution will be sent to the local education authority.