

**Constitution for  
Carstairs Primary School  
Parent Council**

***Definitions:***

- 1. A parent is a guardian or any person who is liable to maintain or has responsibilities for a child. This includes resident parents, non-resident parents, carers, grandparents or siblings who care for a child. It also includes foster carers or relatives who care for a child under a supervision agreement.*
- 2. "school" is defined as Carstairs Primary School.*
- 3. The Parent Forum is comprised of all parents of children within Carstairs Primary School.*
- 4. The Parent Council is a group of parents selected by members of the Parent Forum to represent parents of all the children at the school.*

**1. Objectives of the Parent Council:**

- To identify and represent views of parents.
- To report to the Parent Forum.
- To work in partnership with the school to create a welcoming school inclusive for all parents
- To promote partnership by engaging in activities which support the education and welfare of the children.
- To facilitate fundraising to benefit the children of the school.
- To provide and support social activities for the benefit of the children.

**2. Membership of the Parent Council**

1. The membership will be a minimum of five parents of children attending the school.
2. Any parents of a child at the school can volunteer to be a member of the Parent Council.
3. The Parent Council may co-opt up to two members of school staff and up to two members from the community to assist it with carrying out

its functions.

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

### **3. Period of Tenure**

1. The Parent Council will be selected for a period of two years. After two years parents may put themselves forward for re-selection if they wish, provided their child is still at school.
2. Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.
3. Office bearers are selected for two years after which time they may put themselves forward for re-selection if they wish.
4. Office bearers should have already served at least one year as a member of the Parent Council before being selected for a position.

### **4. Office Bearers**

1. The Chairperson, Vice Chairperson, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation and subsequently at the Annual General Meeting.
2. Sub-groups may be set up by the Parent Council as appropriate.

### **5. Reporting**

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

### **6. Meetings of the Parent Council**

1. If 5 members of the Parent Forum request an Extraordinary General Meeting to discuss issues falling within the Parent Council's remit, the Council shall arrange this. The 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.

2. The Annual General Meeting 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 weeks in advance. The meeting will include:
  - a report on the work of the Parent Council
  - selection of the new Parent Council office bearers
  - discussion of issues that members of the Parent Forum may wish to raise
  - approval of the accounts and appointment of the auditor.
3. The Parent Council will meet at least twice per school year.
4. 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. No vote can be taken in the absence of a quorum.
5. Any 2 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. A quorum shall consist of 4 members of the Parent Council.
7. Correspondence for discussion at a meeting should be directed to the Parent Council via the secretary.

#### **7. Minutes / Procedures for Meetings**

1. Copies of the minutes of all meetings will be available to the Parent Forum and to all staff at the school. Copies will be available from the Parent Council secretary and from the school office. They will be displayed on the school notice board.
2. Meetings of the Parent Council shall be open to the Parent Forum and public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head teacher, or his or her representative, can

- attend.
3. Meetings of the Parent Council will not discuss individual cases relating to pupils, staff or parents.
  4. 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 (at least two thirds) of members agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member.

#### **8. Funds**

1. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require to be signed by 2 of the 3 authorised signatories.
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.
3. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
4. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the children.

#### **9. Changes to the Constitution**

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be advised of any proposed amendment and given reasonable time to respond to the proposal. The support of the majority of responses is needed to carry any motion for change.

As an interim arrangement, in the first year of the new Parent Council, changes to the constitution may be made if there is unanimous agreement of the members of the Parent Council to the proposed changes.