



THE CONSTITUTION FOR GLASSFORD PRIMARY SCHOOL 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 parents / carers (thereafter referred to as the parent forum).

To promote partnership between: the school; its pupils and all 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 pupils.

2. Membership of the Parent Council

2.1 The membership will be a minimum of **three** parents of children attending the school. The proposed maximum size is **ten**.

2.2 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 ballot.

3. Sub-Committee (Fundraising)

3.1 This Committee will consist of a chair-person and four other people and one tea convener.

4. Co-option

4.1 The parent council may co-opt up to 3 to assist it with carrying out its functions.

4.2 The number of parent members on the parent council must always be greater than co-opted members.

4.3 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 support staff in the school.

4.4 The parent council will extend an invitation to the local Councillors to attend meetings but they will not be formal representative of the parent council.

5. Period of Tenure on the Parent Council

5.1 The parent council will be selected for a period of three years.

5.2 After which the parents may put themselves forward for re-selection if they wish provided their child is still at the school.

5.3 Co-opted members will be invited to serve for a period of three years after which time the parent council will review and consider requirements for co-opted members.

5.4 Parents will have 12 weeks to select their representatives.

6. Selection of Chairman/Madam Chairman/Post Holders

6.1 The Chairman, Secretary, and Treasurer of the parent council will be agreed at the Annual General Meeting (AGM).

6.2 Office bearers will be re-selected by the parent council on an annual basis at the AGM.

6.3 If the parent forum decides to have a chairperson: the parent council will be chaired by a parent of a child attending Glassford Primary School. If the child ceases to be a pupil a new chairperson will be agreed at the next meeting.

7. Reporting/Meeting Arrangements

7.1 The parent council is accountable to the parent forum for Glassford Primary School and will make a report to it at least once a year on its activities on behalf of all

parents.

7.2 If 60% of members of the parent forum request a special general meeting to discuss issues falling within the council remit the parent council shall arrange this. The parent council shall give all members of the forum at least two weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

7.3 The annual meeting will be held in 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 two weeks in advance. The meeting will include: a report of the work of the parent council and its committee; selection of new parents to the council as required; discussion of issues that members of the parent forum may wish to arise; approval of the accounts and appointment of the auditor.

7.4 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 will have one vote, with the chairperson having the casting vote in the event of a tie.

7.5 Any two 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 two weeks notice of a date, time and place of the meeting.

7.6 If a parent council member acts in a way that is considered by other members to undermine the objectives of the parent council, his/her membership of the parent council shall be terminated, if the majority of parent members agree. Termination of membership would be confirmed in writing by the chairperson or designated representative to the member.

8. Minutes/Procedures of Meetings

8.1 Copies of the minutes of all meetings will be available to all parents of children at Glassford Primary School and all teachers/staff at the school. Copies will be available from the secretary to the parent council, the school office, web site and by email.

8.2 Meetings of the parent council shall be open to the parent forum, 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/her representative, can attend.

9. Funds

9.1 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 the signature of the treasurer and one other parent council member.

9.2 The treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for every parent council meeting and a full account for the AGM. The parent council accounts will be audited by an internal auditor appointed at the previous AGM.

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 The Fundraising Sub Committee shall be able to spend to a limit of £500. A greater sum will need the permission of the chairperson and one other parent council member.

9.5 Should the parent council cease to exist, any remaining funds will be passed to Glassford Primary School to be used for the benefit of the school.

10. Changes to the Constitution

10.1 The parent council may change its constitution at an AGM after obtaining consent from the members of the parent forum. Members of the parent forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal(s).

10.2 A copy of the revised constitution must be sent to the local education authority along with a list of parent council members.