

Libberton Primary School Parent Forum

Constitution of the PARENT COUNCIL

The **Objectives** of the Parent Council are:

1. To work in Partnership with the School to create a welcoming school which is inclusive for all parents
2. To promote partnership between the school, its pupils and all its parents
3. To develop and engage in activities, including fund raising, which support the education and welfare of the pupils
4. To identify and represent the views on the education provided by the school and other matters affecting the education and welfare of the pupils

Membership

The Parent Council will have a maximum of 15 members. The majority of the membership will be drawn from the Parent Forum. Full membership will also be extended to a Teaching and Support Staff representative. The Parent Council may also co-opt members from the local community to assist with carrying out its functions. Co-opted members will also enjoy full membership status.

The Parent Council will consist of 12 Parent Forum Members, up to 2 co-opted members and 1 member from the teaching and support staff.

The Head Teacher will be a standing invitee to the Parent Council but will sit in an ex-officio capacity with no voting rights.

The Parent Council members will be selected for a term of 2 years. After which time they may put themselves forward for re-selection. All the parents of children at the school can take part in the selection process by post, text or email.

Any Parent 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 vote. In such a scenario the election process will be completed within 4 weeks from the date that nominations are posted.

To ensure both the continuity of activity but also the introduction of new membership, at each Annual General Meeting a minimum of 50% of the Parent Forum membership on the Parent Council will be up for selection.

Co-opted members will be invited to serve for a term of 2 years. After which time the Parent Council will review and consider requirements for co-opted membership.

Teaching and Support Staff representative will be invited to serve for a term of 2 years. After which time selection of the representative will be undertaken by the school staff group and notified to the Parent Council.

Office Bearers

The Chair and other office bearers of the council will be agreed by the Parent Council Members immediate following its formation. Office bearers will be reselected by the Parent Council on an annual basis.

The office of Chair of the Parent Council can be filled by any member of the Parent Council. Should the Chair resign, a new Chair will be agreed at the next meeting of the Parent Council.

Accountability

The Parent Council is accountable to the Parent Forum of Libberton Primary School and will make an annual report to the Parent Forum on its activities and those of its subcommittee(s).

An Annual General Meeting will be held in the beginning of a new school 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. An agenda, all associated reports and additional papers will be circulated 1 week prior to the meeting.

Standing Agenda items will be:

- Parent Council Annual Report
- Selection of new Parent Council members
- Open discussion on issues that Parent Forum Members wish to raise. Items for discussion should be notified in advance to the Chair of the Parent Council
- Approval of the accounts and appointment of auditor

If 30% (rounded down as necessary) of members of the Parent Forum request a special General Meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum a minimum of 2 weeks' notice of the meeting including circulation of the matter(s) to be discussed.

Frequency and Conduct of Meetings

The Parent Council will meet at least once in every school term.

A quorum for a meeting to proceed will be 1/3 of the membership being in attendance.

Should a vote be required to make a decision, each Parent Council Member in attendance, will have one vote.

The Chair will have a casting vote in the event of a tie.

Any two members of the Parent Council can request an additional meeting to be held. In such circumstances all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

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 shall be terminated, if the majority of council members agree. The termination of membership would be confirmed in writing to the member.

Copies of all Minutes of Parent Council Meetings will be made available to all members of the Parent Forum and staff at the school. Such copies will be obtainable from either the Secretary to the Parent Council or the school office.

Meetings of the Parent Council shall be open to any member of the Parent Forum to attend in an observational capacity. Any participation by the Parent Forum member will be at the discretion of the Chair. Should any Parent Forum member wish to raise an issue at a Parent Council Meeting, this issue should be notified to the Chair at least 1 week in advance of the meeting.

Funding

The Treasurer will open a Bank or Building Society account in the name of the Parent Council for all Parent Council funds. Any withdrawal will require the signature of the Treasurer and at least 1 other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting. A full account will be provided at the Annual General Meeting.

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

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

Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of Libberton Primary School pupils, where this continues.

Review

The Constitution of the Parent Council shall be reviewed every 2 years. Changes to the Constitution either at review or during the intervening 2 year period, can only be made after obtaining the consent from the Members of the Parent Forum. Members of the Parent Forum will be sent copies of any proposed changes or amendments and given 4 weeks to respond. Consent will be defined as the majority view expressed by those who respond to the consultation.

Date of Approval: _____

Date for Review: _____