

# Tinto Primary School

## PARENT COUNCIL CONSTITUTION

This is the Constitution for Tinto 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.
- 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 the pupils.

### 2. Membership of the Parent Council

2.1 The membership will be a minimum of **5** parents of children attending the school.

- **The maximum size is 18 (to include a teacher representative and co-opted members).**
- The Parent Council will be made up ideally of one/two representatives from each year group (volunteers or nominations will be encouraged from the parents of children in those year groups).
- 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 election. This would be done at the beginning of the school year.

Any parent wishing to become a member through out the school year will be able to do so provided there are membership places available.

***Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.***

### 3. Co-option

3.1 The Parent Council may co-opt up to **3** members or organisations to assist it with carrying out its functions.

3.2 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.

Co-opted members may be re-elected after this term.

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

***The Parent Council will extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.***

#### 4. Period of Tenure on Parent Council

- 4.1 Membership of the Parent Council lasts for a period of **2** years.
- 4.2 After **2** years continuous membership, parents may put themselves forward for re-selection if they wish provided their child is still at the school.
- 4.3 Parents will have **4** weeks to select their representatives.

#### 5. Selection of Chair/Post holders

The Parent Council Chair will be a Parent at Tinto Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

Office bearers will be re-selected by the Parent Council on a bi-annual basis (at the annual meeting of the Parent Forum).

#### 6. Reporting/Meeting Arrangements

- 6.1 The Parent Council is accountable to the Parent Forum for Tinto Primary School and will provide the Forum with an annual report detailing its activities.
- 6.2 If **8** 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 Forum as much notice as is reasonably possible, not exceeding 2 weeks and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 6.3 The Parent Council shall hold an Annual General meeting each year. This meeting will normally be held in September. 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. The meeting will include:
  - a report on 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.

- 6.4 The Parent Council will meet at least **6** times per year. Should a vote be necessary to make a decision, each parent member at the meeting (of which, there must be a minimum of **5** members present) will have one vote, with the Chair having a casting vote in the event of a tie. Proxy votes via the Chair are acceptable for those members who cannot attend (who have given apologies). Head Teacher and Chair must communicate prior to sending out Agenda items to Parent Forum to ensure all agenda items are included.
- 6.5 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 one week's notice of date, time and place of the meeting.
- 6.6 If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, or if a member does not give apologies AND fails to attend 3 consecutive meetings, their 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 Chair or designated representative to the member.

## 7. Minutes/Procedures of Meetings

- 7.1 Copies of the minutes of all meetings will be available to all parents, teachers and staff via the school web site and on the notice-boards in the school and nursery area. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
- 7.2 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 (for example appointing a new Head Teacher). In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend. Parents will be notified giving 2 weeks notice if this is the case.

## 8. Funds

- 8.1 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 two signatories as authorised by the bank.
- 8.2 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 auditor appointed at the previous Annual Meeting will audit the Parent Council accounts.
- 8.3 The Parent Council, Sub-Groups and the Headteacher shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council and Sub-Groups.
- 8.4 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 (or schools), where this continues.

9. **Changes to the Constitution**

- 9.1 The Parent Council may change its constitution at an AGM or Special General Meeting (as defined in 6.2) and after consulting the Parent Forum. Copies of the proposed amendments shall be made available to members of the Parent Forum. Reasonable time shall be given to respond to the proposal.

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

**Throughout this constitution, the term “Parent” shall take the meaning of “parent or guardian”.**