



CONSTITUTION OF THE ABERLADY PRIMARY SCHOOL PARENT COUNCIL

1. This is the constitution for Aberlady Primary School Parent Council.
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive of all parents.
 - To be ready to help with any relevant issues brought forward to the Council by the Head Teacher or parents.
3. The membership will be a minimum of five parents of children attending the school (“Parent Member”). These will normally include a Chair, Vice Chair, Treasurer (if appropriate) and members. In the event that a Parent Member no longer has a child at the school during the course of that Parent Member membership of the Parent Council that membership shall be terminated on the date of the child leaving the school. The Parent Council shall ensure that there is another Parent Member in substitution thereof to comply with the requirements of this clause 3.
4. The Parent Council may co-opt further members as required to assist it with carrying out its functions. These co-opted members do not require to be parents of children at the school and can include teaching and support staff of the school as well as community representatives. The number of parent members on the Parent Council must always be greater than co-opted members and the chairperson must have a child in the school. The Parent Council will extend an invitation to co-opt members as and when appropriate, as decided by the Parent Council. 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 serve a further term(s) subject to the agreement of the Parent Council.
5. The quorum for each meeting will be no less than five members.
6. An Annual General Meeting will be held once a year. The meeting will include:
 - Agreeing Chair, Vice Chair, Secretary/Clerk and Treasurer (where appropriate)
 - Selection of new members
 - Discussion of year’s activities
 - Approval of accounts and appointment of auditor
7. The Parent Council will be selected for a period of up-to two years, after which they may put themselves forward for annual re-selection if they wish to continue their duties. All the parents of the children at the school can take part in the selection process by attending the Annual General Meeting where any membership changes will be made.
8. In addition to regular minutes, the Parent Council will create an annual report to all the parents of Aberlady Primary School at least once a year on its activities.
9. The Parent Council will meet at least once a term. The Head Teacher has a right and a duty to attend meetings of the Parent Council or to be represented.
10. Summary notes from meetings will be published on the school website following approval of the full minutes. A hard copy of the full minutes from each meeting will be kept in the school office and will be available upon request.
11. There will be regular and varied opportunities for parents to contribute items to the agenda.

12. Meetings of the Parent Council will be open to the Parent Forum unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council, the Head Teacher or their representative and anyone specifically invited to the meeting such as the Director of Education and Children's Services, or his representative, can attend.
13. If appropriate 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. If appropriate 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 General Meeting.
14. The Parent Council may change its Constitution after due consideration and communication with the Parent Forum.