

## **CONSTITUTION OF THE ABERLADY PRIMARY SCHOOL PARENT COUNCIL**

1. This is the constitution for Aberlady Primary School Parent Council.
2. The objective of the Parent Council is the Advancement of Education, which will be achieved by the following methods:
  - 1) to promote close co-operation and communication between parents and teachers;
  - 2) to promote equality and fairness;
  - 3) to study and discuss matters of mutual interest relating to the education and welfare of pupils;
  - 4) to engage in activities which support and advance the education of pupils attending the school;
  - 5) to fundraise to support the school;
  - 6) to work with the school to support families with children at the school.
3. The membership will be a minimum of five members of the Parent Forum ("Parent Member"). There are 4 categories of Parent Member, as follows:
  - 1) The office bearers, as voted for, will be a Chair, Vice Chair, Secretary (if not appointed Clerk), Treasurer, Fundraising Co-ordinator and North Berwick Coastal Area Partnership Representative;
  - 2) Year group representatives, as voted for, represent their primary year or the nursery. For the avoidance of doubt, if it is a composite year there will be one vote per year group so for example P3/4 will have one vote for P3 and one vote for P4. The year group representative role can be shared but there is only one vote per primary year and one vote for nursery.
  - 3) An ASN rep, who will promote inclusion and consideration of additional support needs.
  - 4) Dedicated Representatives, being members of the Parent Forum who have a dedicated remit on Parent Council which is not already covered by category (1) or (2), may be appointed from time to time, and at the time of any such appointment it shall be agreed by the Parent Council whether this role carries voting rights (in which case a Dedicated Representative role shall be given one vote, and if that role is shared this shall remain as one vote, and the process for agreeing who should cast that vote will be as for year group representatives ).
  - 4) A member of the Parent Forum who does not fall into any of categories (1) – (4).

Only Parent Members in categories (1), (2) and (3) and any Dedicated Representatives (category (4)) where this has been agreed at the time of their appointment have voting rights (see clause 8 below) with the exception of selecting the office bearers and year group representatives.

In the event that a Parent Member no longer has a child at the school during the course of that Parent Member's 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.

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 Chair 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 Parent Members. With the exception of the selection of office bearers and year group representatives, voting rights are restricted to office bearers and year group representatives, and any Dedicated Reps with voting rights.
6. An Annual General Meeting will be held once a year. The meeting will include:
  - 1) Agreeing Chair, Vice Chair, Secretary (if not appointed Clerk), Treasurer, Fundraising Coordinator and North Berwick Coastal Area Partnership Representative (where appropriate)
  - 2) Selection of new year group representative members
  - 3) Selection of any Dedicated Representatives
  - 4) Discussion of the year's activities
  - 5) Approval of accounts on the recommendation of the office bearers and appointment of the independent examiner
7. The office bearers will be voted in 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. The year group representatives will be voted in for a period of one year after which they may seek re-nomination if they wish to represent the class the following year. All members of the Parent Forum can take part in the selection process by attending the Annual General Meeting where any membership changes will be made.
8. Year group representatives will be nominated in consultation with the members of the Parent Forum for the relevant year group. Where agreement on the nomination for representation cannot be reached, the Parent Council will vote on the proposed

representatives. There will be no more than 2 year group representatives for each year (and where 2 representatives are appointed they will share the responsibility). As per clause 3 each year group has one vote in the Parent Council. Where there is more than one year group representative, it should be agreed in advance of the Parent Council who will vote and they should do this, where possible, having consulted with the members of the Parent Forum for the relevant year prior to the Parent Council meeting.

9. 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.
10. 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. Other members of staff are welcome to attend.
11. Full minutes of meetings will be sent out to the Parent Forum following approval by the Chair, Vice Chair and Head Teacher. A hard copy of the full minutes from each meeting will be kept in the school office and will be available upon request.
12. There will be regular and varied opportunities for parents to contribute items to the agenda.
13. 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 their representative, can attend.
14. 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 approval of the Treasurer and two office bearers.
15. Prior to the AGM the accounts will be examined independently by a suitably qualified individual. That same examiner, the Chair and Vice Chair must approve the accounts prior to the AGM. The Treasurer will:
  - 1) keep an accurate record of all income and expenditure;
  - 2) provide a summary of this for each Parent Council meeting;
  - 3) provide a full account for the Annual General Meeting.

16. The Parent Council may change its Constitution at the AGM or an EGM (extraordinary general meeting) after due consideration and communication with the Parent Forum.
17. In this constitution, the term "Parent Forum" means all parents and carers with a child or children enrolled at Aberlady Primary School.
18. The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council. In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary providing the funds continue to be used for the advancement of education.