



Campie Primary School Parent Council Constitution

1. Name

The name of the group shall be **Campie Primary School Parent Council**.

All references to parents are considered to include parents and carers within the school community area.

2. Aims & Objectives

The aims of Campie Primary School Parent Council will be to:

- Work in partnership with the school to create a collaborative, welcoming and successful school
- Promote partnership between the school, its pupils, parents and the wider community
- Develop and participate in activities which support the education and welfare of pupils
- Ensure people are able to participate in a variety of opportunities that suit their circumstances
- Identify and represent parents' views of the education provided by the school and other matters affecting pupils
- Participate in the appointment procedures for Head Teacher and Deputy Head Teacher positions
- Carry out statutory duties of a Parent Council as per the Scottish Schools Parental Involvement Act 2006

3. Membership

The membership of Campie Primary School Parent Council will consist of a minimum of eight (8) and a maximum of twenty-four (24) members. It is preferable that the membership consists of seventy-five percent (75%) parent members.

Membership of Campie Primary School Parent Council shall be open to any person who is the parent or carer of a child or children currently attending Campie Primary School.

There will be representation from each year group including the nursery and learning support base, although not necessarily from a parent from that year group.

Parent membership is for a period of two (2) years, after which members may put themselves forward for re-selection.

Co-opted members may include, but are not limited to; teaching and support staff at the school, local councillors, school pupils and community leaders.



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Co-opted membership is for a period of two (2) years or an appropriate period for the task in which they are involved.

Membership to the group is agreed at the Annual General Meeting. Any current members may resign from the group and anybody fitting the membership criteria of the group may nominate themselves for membership.

In the event that the number of group nominees is greater than the number of available spaces, members will be selected at random. Anyone not selected as members of the group will be welcomed and encouraged to attend meetings, however they will not have voting rights.

A person requesting membership to the group at any time other than at the Annual General Meeting should do so in writing to the Clerk.

The Head Teacher has a duty and the right to attend all General Meetings, Annual General Meetings and Extraordinary General Meetings.

In their absence, it is their responsibility to ensure a suitable alternative representative.

The group Clerk will keep a list of all members. A copy of the members list will be lodged with the Local Authority (East Lothian Council) following each Annual General Meeting.

4. Office Bearers

The office bearers will oversee the business of the group.

The office bearers will be elected by the group members at the Annual General Meeting.

The officers' roles are as follows:

- Chairperson
*Chair all meetings of the group and initiate any voting proceedings as required.
The Chairperson will present an annual report at the AGM to be shared with the Campie Primary School Parent Forum.*
- Vice-Chairperson
Chair meetings in the absence of the Chairperson
- Treasurer
Responsible for the finances of the group including maintaining accurate records of income and expenditure



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The Chairperson of the group must be a parent of a child or children attending the school. If their child ceases to be a pupil at the school, a new Chairperson will be elected at the next General Meeting of members.

The Chairperson may serve for a maximum of two (2) years and may not be elected to the same post for a period no less than one (1) year.

In the event that a suitable Chairperson cannot be elected, the group members will take turns chairing the meetings until a suitable person is found.

The Vice-Chairperson may serve for a maximum of four (4) years and may not be elected to the same post for a period no less than one (1) year.

In some instances, the members may elect co-Chairpersons for the group. Where there are co-Chairpersons, the role of Vice-Chairperson will not be required.

Co-Chairpersons may serve for a maximum of two (2) years and may not be elected to the post of Chairperson or co-Chairperson for a period no less than one (1) year.

The role of Treasurer is not a time-bound position.

The parent council will appoint a Clerk, who is not a voting member of the group, who will be paid for their services. If any other member deputises for the Clerk they will not be paid.

In the event of an office bearer standing down during the year, a replacement will be elected by the next General Meeting of members.

5. Termination of Membership

Members may resign at any time in writing to the Clerk.

Any member not attending a meeting without apology for three months will be contacted by the Clerk and asked if they wish to resign as a member.

Mutual courtesy, respect, a constructive approach and commitment to the group aims and objectives will be expected of all group members. Any member acting in a way that undermines the group objectives may have their membership terminated by a majority of the members present and voting at the General Meeting.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the group. In all cases the group will work with the member to resolve the issue before membership is terminated.



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Termination of membership will be confirmed in writing.

6. Equal Opportunities

Campie Primary School Parent Council will not discriminate on the grounds of age, race, ethnicity, nationality, religion or belief, disability, gender, gender reassignment, marital status, pregnancy or maternity, sexual orientation, learning ability or socio-economic status.

All members have equal rights to participate in meetings and events and we aim to promote equality and fairness within the group.

Campie Primary School Parent Council will treat seriously all complaints of discrimination and/or offensive behaviour and will take action where appropriate.

7. Committees (Sub-groups)

Campie Primary School Parent Council may set up sub-groups with clear specified remits agreed by the parent council members.

Sub-groups may be set up to oversee specific projects or may be ongoing groups with a focus on certain group aims and objectives.

All persons within the school community are welcome and encouraged to join any sub-groups.

Group members are encouraged to join a sub-group but this is not mandatory. Sub-groups will provide a report at each General Meeting either verbally or in writing.

8. Meetings

Meetings should be informal, courteous and constructive

The group will meet for a minimum of six (6) meetings per academic year. Additional meetings may be called at the discretion of the Chairperson.

Meetings of Campie Primary School Parent Council are open to the public, unless discussing an issue considered confidential. In such circumstances, only voting members of the group, the Head Teacher (or their representative) and parties relevant to the discussion may attend.

Minutes of all meetings shall be published on the school website following approval by voting members at the next General Meeting.



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All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken and a decision made based on the majority opinion of the members present and voting at the General Meeting. Each member will have one vote, with the Chairperson having a casting vote in the event of a tie.

It is not within the remit of Campie Primary School Parent Council to discuss any specific child, teacher or staff member. Issues raised pertaining to an individual will be redirected to the Head Teacher (or their representative).

8.1. Quorum

The quorum for all meetings shall be five (5) voting members. If the quorum is not met, the proceedings shall not be validated. Any discussions requiring a group decision shall be carried over to the next General Meeting.

8.2. Annual General Meeting (AGM)

An Annual General Meeting will be held within fourteen (14) months of the previous AGM.

All members will be notified at least three (3) weeks before the date of the meeting, giving the venue, date and time. Notice may be by telephone, email or post.

The Campie Primary School Parent Forum will be notified at least two (2) weeks before the date of the meeting, giving the venue, date and time.

At the AGM:

- The Chairperson will present a report of the work of the Campie Primary School Parent Council and associated sub-groups
- The Treasurer will present the accounts of Campie Primary School Parent Council for the previous year for approval
- The members for the next year will be selected
- The office bearers for the next year will be elected
- Topics and issues for the next year will be discussed
- Dates of upcoming meetings will be agreed



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8.3. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting (EGM) may be called upon request to discuss an urgent matter within the remit of the group.

Requests for an EGM must be sent in writing to the Clerk, by at least five (5) voting members, stating the reason for their request.

The Clerk shall give all members seven (7) days' notice of any Extraordinary General Meeting together with notice of the business to be discussed, the venue, date, time and agenda. Notice may be by telephone, email or post.

All members shall be entitled to attend and vote.

8.4. General Meetings

General Meetings are open to all members.

All members of the Campie Primary School Parent Forum are welcome to attend, however they will not have a vote.

Dates of the General Meetings for the year will be agreed at the AGM.

Any updates to a meeting date, time or venue shall be confirmed to the members at least two (2) weeks before the date of the meeting. Notice may be by telephone, email or post.

At a General Meeting:

- Minutes of the previous meeting will be approved
- Matters arising will be discussed and concluded where possible
- Sub-group reports will be presented
- The Head Teacher (or their representative) will present a report on current school matters
- Tabled information will be presented to the group
- Any agenda points entered into the proceedings will be discussed
- Any other business raised will be discussed



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8.5. Committee (Sub-group) Meetings

Meetings of sub-groups will be held as frequently as required to ensure objectives are met.

Formal minutes are not required from sub-group meetings.

A member of each sub-group shall present a report at each General Meeting.

9. Finances

A bank account will be maintained on behalf of Campie Primary School Parent Council at a bank agreed by the voting members.

Three signatories will be nominated by the group (one to be the Treasurer). The signatories must not be related nor members of the same household.

All funds generated by Campie Primary School Parent Council must be deposited in the group bank account and two of the signatories will sign any payments.

The Treasurer will keep an accurate record of all income and expenditure and will provide a report at each General Meeting. A full account will be presented at the Annual General Meeting and will be signed by the Treasurer and the Chairperson.

Campie Primary School Parent Council is responsible for ensuring all monies are spent supporting the group aims and objectives.

Requests for funding from the school may be presented to the group at each General Meeting for consideration. Any commitment to spend is determined after obtaining consent from a majority of the members present and voting at the General Meeting.

10. Amendments to the Constitution

Amendments to the group constitution may be undertaken after obtaining consent from two-thirds of the members present and voting at any General Meeting.

Any proposed amendments will be shared with the parent forum for a two-week consultation period after which the amendments will be adopted at the next Annual General Meeting.

An Extraordinary General Meeting may be called to review and approve amendments to the constitution where the changes are deemed urgent.

A copy of the constitution will be lodged with the Local Authority (East Lothian Council), the Clerk and the Head Teacher. A copy will also be available on the school website.



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11. Dissolution

The Parent Council may be dissolved at any time if agreed by two-thirds of the members present and voting at any General Meeting or in the event that insufficient membership is achieved.

In the event of dissolution, any assets remaining after all debts are paid will be transferred to the education authority to be used for the benefit of Campie Primary School. If the school is amalgamating, the assets will be passed to the school(s) that Campie Primary pupils will attend.

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This constitution was agreed at the Annual General Meeting of Campie Primary School Parent Council on _____

Name: _____

Position: Chairperson

Signature: _____

Name: _____

Position: Parent Council Member

Signature: _____