

EAST LINTON PRIMARY SCHOOL

PARENT COUNCIL

Constitution January 2010



1. This is the constitution of East Linton Primary School Parent Council.
2. The main aim of the Parent Council is:

To develop an open and mutually supportive educational community of pupils, parents and staff.

This will be achieved in a number of ways including:

- a) *by promoting partnership between the school, pupils, all parents and carers and the wider local community;*
- b) *by promoting the school's welcoming ethos among all parents;*^[1]_[SEP]
- c) *by developing and engaging in activities which support the education and welfare of the pupils;*
- d) *by promoting and encouraging the participation of parents in these activities;*^[1]_[SEP]
- e) *by identifying and representing the views of parents on the education provided by the school and other matters affecting the welfare of the pupils, and;*
- f) *by participating in the appointment procedures for Head Teacher and Deputy Head Teacher appointments.*

3. The Parent Council membership is open to all members of the Parent Forum and should be made up of two volunteer parent/carer representatives from each year group, including the nursery (within these two positions, parents may choose to job share, so each year could be represented by a maximum of four representatives).

Should there be insufficient volunteers, selection would be by means of randomly drawing names from the

Parent Forum by year lists. However, any parent/carer selected has the right to refuse selection.

4. The Parent Council may liaise with or co-opt people from outside the Parent Forum to assist it with carrying out its functions, e.g. a member of the Community Council. [L]
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5. The Head Teacher, although not a member of the Council is entitled and obliged to attend meetings or send a representative. The remaining school staff, both teaching and non-teaching, should ideally be represented on the Parent Council by a representative nominated by the staff and co-opted on to the Council by its members.

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6. The Parent Council members, immediately following its formation, will agree on office-bearing roles such as Chair, Deputy Chair, Treasurer and Vice Treasurer. Members will be selected for a period of 1 year, after which they may put themselves forward for reselection if they wish. [L]
[SEP] Office-bearers will be parents and members of the Parent Council and will be selected for a period of 1 year. However, no parent may serve more than 4 terms as an Office Bearer, or hold more than one appointment at any one time, unless there are insufficient parents willing to take up appointments. [L]
[SEP] Office-bearers will be reselected by the Parent Council on an annual basis at the AGM. [L]
[SEP] An administrative clerk will be appointed to hold such duties agreed by the Council members such as taking and distributing minutes. [L]
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7. Should it be considered necessary for the Parent Council to raise funds, a Treasurer will be appointed. The Treasurer will open a bank account in the name of the Parent Council. Withdrawals will require the signature of two office-bearers. [L]
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The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary at each meeting and a full account at the AGM in September. The Parent Council accounts will be audited on an annual basis by a qualified auditor.

8. The Parent Council will communicate with other groups or committees such as the PTA, Pupil Council, Eco Schools Committee and After School Club in order to ensure that the whole school community is working together. [L]
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9. The Parent Council will aim to meet a minimum of 6 times during the school year. Meetings will be open to the public unless there is an issue being discussed of a confidential nature. The meeting would then be open only to the Parent Council, the Head Teacher or their representative and any invited persons. [L]
[SEP] It is assumed

that every member will respect the confidentiality of all discussions held at the meetings. ^[SEP]It is also requested that every representative attends a minimum of 50% of the meetings each year. ^[SEP]

10. Copies of the minutes will be available to all parents of children at East Linton Primary School via the school website or as a hard copy on request, and will also be available in the public library.

11. The Parent Council will make a report to the Parent Forum at least once a year but ideally once a term, on its activities on behalf of all parents and guardians.

12. The AGM will be held in September each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:

- a) A report on the work of the Parent Council;*
- b) Selection of the new Parent Council;*
- c) Discussion of issues that members of the Parent Forum may wish to raise;*
- d) Approval of the accounts and appointment of the auditor as appropriate.*

13. An Extraordinary General Meeting (EGM) shall be called as necessary and as requested by at least three members of the Parent Council. At least seven clear days notice will be given of the meeting to all parents/guardians and any co-opted members of the Council.

14. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Changes to the constitution would be made at an AGM. A copy of the amended constitution shall be lodged with the Head Teacher and the Education Authority.

15. Each parent member of the Parent Council will have a vote with the Chair having a casting vote in the event of a tie.

16. A Parent Council member may resign at any time by giving notice in writing to the Chair of the Parent Council.

Members must have a child attending school and when this is no longer the case, members will automatically be removed from the Council.

Where the majority of parent members of the Council vote that someone has behaved inappropriately or undermined the work of the Council, their membership shall be terminated. Termination of the membership

would be confirmed in writing to the member within ten working days of the decision.

Upon termination of a membership the Parent Council may co-opt an additional member until the time of the next elections.

17. A quorum of 6 parent council members, including 1 office-bearers is required for a meeting to proceed and if not present 15 minutes after appointed time, the meeting shall be adjourned and no business conducted.