

PINKIE PARENTS CONSTITUTION

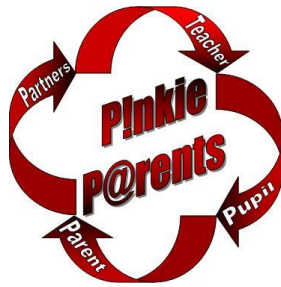
1. This is the constitution of the Parent Council of Pinkie St Peter's Primary School and Early Learning Centre. The Parent Council is hereafter referred to as Pinkie Parents. The school and early learning centre are together hereafter referred to as the school. Parents include any guardians or carers of children at the school.

Aims and Objectives

- Work with the school to promote partnership between the school, pupils, all parents of the wider community;
- Promote the school's welcoming ethos among all parents;
- Develop and engage in activities which support the education and welfare of the pupils;
- Identify and represent the views of parents on the education provided by the school and other matters affecting the welfare of all pupils;
- Participate in the appointment procedures for Head Teacher and Depute Head Teacher appointments.

Membership

2. Parent or carers who are members of Pinkie Parents must have a child attending the school.
3. Parents can nominate themselves for membership at any time during the school year with members being confirmed at each AGM.
4. Co-opted members may include representation from teaching and support staff at the school, local councillors, pupils, community leaders and others.
5. The office bearers (Chair, Vice-Chair and Treasurer) are elected at the AGM. Office bearer roles can be in post for two years, unless a decision is taken at AGM to waive this requirement. The Clerk is a paid role by East Lothian Council.
6. To be eligible as an office bearer, a parent must have been a member of the parent council for a minimum of one year, but this requirement may be waived at the discretion of those present at the AGM.



General Meetings

7. The Annual General Meeting shall be held in April each year. The notice calling the meeting shall be sent to the Parent Forum two weeks in advance. The business shall include:

- The work of the parent council;
- Approval of audited accounts;
- Any resolutions submitted by the Parent Forum;
- Election of members to serve on the Parent Council.

Meetings

8. Dates of meetings are agreed and arranged and the end of the previous school year.

9. Copies of minutes of all meetings will be available to all parents and members of staff by uploading onto the school website.

Quorum

10. The quorum of Pinkie Parents shall be not less than three of its members, with one of those being an office bearer and proceedings shall not be invalidated by any vacancy in the membership.

Finance

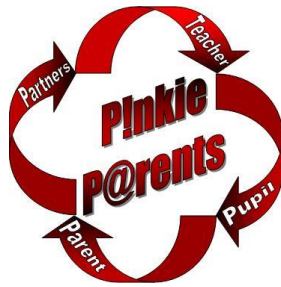
11. The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Payments may be drawn or withdrawals made by the treasurer online and one other member of Pinkie Parents shall authorise the payment online. This shall be authorised by one other member.

12. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council and shall provide a report to each Parent Council meeting and a full account at the General Meeting.

13. Pinkie Parents shall be responsible for ensuring that all monies are used in accordance with the objectives of Pinkie Parents.

Changes to Constitution

14. Changes or additions must be made at the AGM. The proposed changes shall be specified in the notice calling for the meeting.



Dissolution

15. Should Pinkie Parents cease to exist, any remaining property will be passed to the Education Authority to be used for the benefit of the school.

April 2019