

CONSTITUTION FOR STONEYHILL SCHOOL COUNCIL

This is the constitution of the Parent Council of Stoneyhill Primary School. The Parent Council is hereinafter referred to as "the School Council".

1. THE OBJECTIVES OF THE COUNCIL

- 1.1. To work in partnership with the school community to create a welcoming school which is inclusive for all parents
- 1.2. To promote partnership between the school, pupils, parents and the Stoneyhill community.
- 1.3. To develop the ideas of equality and fairness
- 1.4. To ensure the children are set examples of living and working in the community.
- 1.5. To represent ideas and views of parents on the education received and on any matter affecting the welfare and education of the pupil body.
- 1.6. To develop and engage in activities which support the education and welfare of the pupils.

2. THE MEMBERSHIP OF THE COUNCIL WILL BE:

- 2.1. A minimum of six parents of children attending the school.
- 2.2. There will be a Chair, Vice Chair, a paid clerk and a treasurer.
- 2.3. There will be sub-groups set up for specific and particular events such as fundraising, discos etc and these groups would report back to the Council.
- 2.4. Ideally there should be one representative from each year group including nursery
- 2.5. For a meeting of the School Council to be valid there should be a quorum of no less than 4.
- 2.6. The public are welcome to attend a Council meeting at any time and to take part in all proceedings other than they would not have a vote.

3. APPOINTMENT/SELECTION OF COUNCIL MEMBERS

- 3.1. There will be no formal elections.
- 3.2. Normally office bearers would remain in post for three years but may seek re-election thereafter.
- 3.3. Any parents of a child at the school can volunteer to be a member of the Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing

names from a hat. Anyone not selected to be a member of the School Council may be offered the opportunity to be part of any sub-groups set up by the Council.

- 3.4. Office bearers will be chosen by the council members immediately after the formation of the council.
- 3.5. The School Council will be chaired by a parent of a child attending Stoneyhill Primary School. If the child ceases to be a pupil that parent will no longer be eligible to be a member of the Council and the role of the chair will be rotated around the parent members of the School Council until a new chair is appointed at the annual meeting.

4. CO-OPTED AND NON-PARENT MEMBERSHIP

- 4.1. Two-thirds of the School Council will be made up of the Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff.
- 4.2. The number of parent members on the School Council must always be greater than co-opted members.
- 4.3. The headteacher has both a right and a duty to attend, or be represented, at meetings of the School Council.

5. PARENT COUNCIL SUB GROUPS

- 5.1. To reflect the importance to the school of the Parent Friends Association, this group will be formed as a permanent sub group of the School Council.
- 5.2. A communication group will be formed to ensure clear and regular communication between the School Council, the PFA and the Parent Forum.
- 5.3. Special interest/projects sub groups will be formed as the need arises by way of appeal to the Parent Forum and community.

6. ACCOUNTABILITY

- 6.1. The School Council is accountable to the Parent Forum and will report to the Parent Forum on an annual basis.
- 6.2. Should 20% of the Parent Forum request a special meeting to discuss matters within the remit of the School Council, the School Council will arrange this and provide at least 2 weeks notice of the date and time of the meeting.

- 6.3. It is proposed that the AGM, from school year 2014/2015, to be held in September, and annually thereafter. The meeting agenda will be circulated to the Parent Forum two weeks in advance and will include a report on the work of the School Council to date, selection of new School Council if needed, discussion on issues raised by Parent Forum and approval of the Accounts.

7. MEETINGS

- 7.1. The Parent council will meet not less than once each school term and more often as events dictate.
- 7.2. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
- 7.3. If a School Council member acts in a way that is considered by other members to undermine the objectives of the School Council, their membership of the School Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

8. MINUTES

- 8.1. Meetings will be minuted and will be available to all parents of children at Stoneyhill Primary School and to all teachers at the school. Copies will be available on the school notice board, web site and from the school office

9. OPEN MEETINGS

Meetings of the School Council will be open to the public unless being treated as confidential. If classed as confidential only the council, headteacher and invited persons should be present.

10. FINANCE

- 10.1. The School Council Treasurer will open an account in the name of the Stoneyhill School Council for all School Council funds and withdrawals will require the signature of the School Council Treasurer and one other School Council member
- 10.2. The Treasurer will keep an accurate record of all income and

expenditure, and will provide a summary of this for each School Council meeting and a full account for the Annual Meeting. The School Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

- 10.3. The School Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the School Council.

11. CONSTITUTION

- 11.1 The School Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

12 DISSOLUTION OF SCHOOL COUNCIL

- 12.1 Should the Parent Council cease to exist, any remaining property will pass to the education authority to be used for the benefit of the school, where this continues.