



WEST BARNS PRIMARY SCHOOL PARENT COUNCIL

CONSTITUTION

August 2016

1. The objectives of the Parent Council are:
 - To promote partnership between the school, its parents or carers of children and the West Barns community.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils.
 - To promote contact between other schools and providers of education within the community.
 - To report to the Parent Forum.
 - To act within the principles and practices of the Scottish Schools (Parental Involvement) Act 2006.
2. The membership will be a minimum of four parents/carers of children attending the school. The maximum membership is twenty five parents/carers. Please see Appendix I, Membership Guidelines, which outlines how membership of the Parent Council will be established and maintained.
3. The Parent Council will be selected for a period of two years after which members may put themselves forward for reselection if they wish. Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. Please see Appendix I for details.

Ideally membership will be representative of every year within the school from nursery to P7.
4. The Parent Council will co-opt the Head Teacher or agreed substitute for every council meeting. It may co-opt other members at other times to assist with its functions. Other than the Head Teacher, co-opted members will serve for a time limited to the issue they are assisting on. No co-opted member will have a vote.
5. Members of the Parent Council will elect four office bearers to manage the day to day running of the council. These posts will be Chair, Vice Chair, Secretary and Treasurer. Office bearers will be reselected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum). Office bearers may serve a maximum of two consecutive years, except in exceptional circumstances.
6. The Parent Council is accountable to the Parent Forum of West Barns Primary School and will make a report to it at least once a year on its activities on behalf of all parents. The report will be presented at the Annual Meeting to be held in September of 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 report on the work of the Parent Council and its sub groups
 - Discussion of issues that members of the Parent Forum may wish to raise
 - Approval of the accounts
 - Selection of the new Parent Council

7. The Parent Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each council member at the meeting will have one vote, with the Chair having both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie. A minimum of four members is required to make a quorum.

Any two members of the Parent Council can approach the Chair and request that an additional meeting be held, and all members of the Parent Council will be given at least one weeks notice of date, time and place of any such meeting.

If a Parent Council member acts in a way that is considered by other members to be out of the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of the council members agree. Termination of membership would be confirmed in writing to the member.

If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks notice of this meeting and, at the same time circulate notice of the matter, or matters to be discussed at the meeting.

8. The Parent Council may form sub groups from time to time, these will be managed by a council member but may be attended by any member of the Parent Forum unless its remit from the council, due to the nature of the subject, expressly prohibits this. See Appendix II, Sub Groups.
9. Copies of the minutes of all meetings will be distributed to the Parent Forum and to all teachers at the school. Additional copies will be available on request from the Secretary of the Parent Council.
10. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis. If members of the public are in attendance they may only address the meeting if invited to do so by the Chairperson. In such circumstance, that a confidential meeting is required, only members of the Parent Council and if appropriate the Head Teacher or representative can attend.
11. The Treasurer will open a bank or building society account in the name of the Parent Council for all the Parent Council funds. Withdrawals will require the signature of two office bearers.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by an auditor.

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

12. The Parent Council will review the constitution every two years. The 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 amendments and given responsible time to respond to the proposal.

13. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, where this continues.