

(Proposed) Constitution of Windygoul Parent Council

Name

1. This is the constitution for Windygoul Parent Council

Aims

2. **The aims of the Parent Council are:**
 - To work in partnership with the school to develop an open, welcoming and mutually supportive community of pupils, parents and staff
 - To represent the views of parents on any matter affecting the education and welfare of pupils at the school
 - To develop and engage in activities which support the education and welfare of pupils
 - To promote and encourage the participation of parents in these activities
 - To promote partnership between the school, pupils, parents, related schools and the community.
 - To report regularly to the Parent Forum.

Membership

Parent membership

3. The Parent Council will be made up of parents and carers of children attending the school, including the nursery.
4. Any parent/carer with a child at the school can volunteer to be a member of the Parent Council.
5. The Parent Council will ideally be made up of **a minimum of 1 volunteer parent or carer from each year group. Nursery(morning and afternoon sessions) – Primary 7 = 18 representatives.**
6. If there are more than two parent/carer volunteers from a year group, selection will be made by drawing names out of a hat, **if all other year groups are fully subscribed.**
7. If there are fewer than two parent/carer volunteers from a year group, names will be drawn from a hat of parents/carers willing to volunteer for that year group. The two parents/carers representing each year group may work in partnership in order to share the responsibility.
8. Parent/carer members of the Parent Council will be a member for a period of **one year, after which they may put themselves forward for re-election if they wish.**

Co-opted membership

9. The Parent Council **must co-opt staff members and have representation at each meeting.** Teaching and support staff at the school to assist with carrying out its functions.
10. The Parent Council **will co-opt members from local councillors, community leaders and others, when available,** to assist with carrying out its functions.

11. Co-opted members will serve for a period of one (1) year, after which time the Parent Council will review and consider requirements for co-opted membership.

Head Teacher

12. The Head Teacher will attend the Parent Council meetings or send a representative in an advisory capacity.

Sub groups

13. The Parent Council will be able to set up sub groups; each sub group should involve at least one member of the Parent Council. Other members of the Parent Forum and the school community will be encouraged to be involved in sub groups. Sub groups should have a specific remit and will last as long as required to carry out their tasks. Membership should be reviewed at least annually. The Parent Council will be responsible for liaising with the sub group.
14. The Parent Council will liaise with groups from outside the Parent Forum when necessary.

Termination of Membership

15. Should a member of the Parent Council act in a way that is considered by other members of the Parent Council, to undermine its objectives, their membership of the Parent Council shall be terminated if the majority of the parent/carer members agree. Termination of membership would be confirmed in writing to the member within ten working days of the decision being taken.
16. The Parent Council will consider termination of a parent/carer member if they have been unable to attend for 3 consecutive meetings, without prior Parent Council agreement, therefore not fulfilling section 24 of the Parent Council constitution.

Office Bearers

17. Office bearers will be **selected by the Parent Council for 2 years**. The Parent Council will elect a Chair, Vice-Chair, Treasurer and a Secretary at the first meeting following the Annual General Meeting.
18. The Parent Council may appoint a person to be Clerk and who may, unless s/he is a member of the Parent Council be paid for his/her services.

Meetings

19. The Parent Council will meet at least once per term.
20. Meetings shall be open to the Parent Forum. Where the Parent Council considers that an agenda item is confidential, only members of the Parent Council, the head teacher or their representative, and anyone specifically invited for those agenda items (such as the Director of Education and Children's Services, or his/her representative) can be present while those items are discussed.

21. Copies of minutes of all meetings will be available to all members of the Parent Forum. Copies will be available on **Edubuzz** and from the Clerk.
22. Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least two weeks notice of the date, time and place of the meeting.
23. If twenty (20) members of the Parent Forum request a special meeting to discuss issues within their remit, the Parent Council shall arrange this. They will give notice of the meeting to members of the Parent Forum at least two weeks in advance of the meeting and, at the same time, circulate notice of the matter or matters to be discussed at the meeting.
24. **The Parent/Carer members agree to attend a minimum of 5 meetings over their annual term. Exceptions can be made through Parent Council vote and contact with the Chair. If a Parent/Carer member misses 3 consecutive meetings, without prior Parent Council agreement, their membership can be terminated and their position will be advertised for election.**

Quorum

25. The quorum of Windygoul Parent Council **will a minimum of 5** Parent/carers elected members.

Voting

26. Should a vote be necessary to make a decision, each parent/carers member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Reporting to Parent Forum and Annual General Meeting

27. The Parent Council is accountable to the Parent Forum. The Parent Council will report to the Parent Forum at least once each year on its activities on behalf of all parents.
28. The Annual General Meeting will be held where possible, in September of each year.
29. The Parent Council's report and 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 consider:
 - a. A report on the work of the Parent Council and its sub groups.
 - b. Election of the new the Parent Council.
 - c. Approval of accounts and appointment of auditor.

Finance

30. The budget allocation will be held and managed by the local Education Authority on behalf of the Parent Council. The Parent Council shall be responsible for ensuring that any such monies are used in accordance with the objectives of the Parent Council.

31. The Parent Council may raise funds that further the aims of the Parent Council, and may operate a bank account.
32. Two signatories will be required to operate the bank account. The Treasurer, Secretary, Chair, Vice-chair or **Head teacher** can be signatories.
33. Decisions about expenditure will be taken at Parent Council meetings.
34. The Treasurer will keep an accurate record of income and expenditure and will provide a summary at each meeting and a full account at the AGM. The Parent Council accounts will be audited on an annual basis.

Amendments

35. The Parent Council may alter its constitution only with the consent of the Parent Forum, and at a meeting called for this purpose. Members of the Parent Forum will be advised where to access copies of the proposed amendments (from the Clerk and **Edubuzz**.)
36. Copies of the amended constitution will be lodged with the Authority and Head Teacher.

Dissolution

37. 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. If the school is amalgamating, the funds will be passed to the school or schools which pupils will attend.