

WEMYSS BAY PRIMARY SCHOOL PARENT COUNCIL

CONSTITUTION

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1. **NAME**

The name of the parent council is the **Wemyss Bay Primary School Parent Council**.

In this document, Parent means a parent, carer or guardian of a pupil at the school and Parent Forum means all the people together who come under this definition of Parent.

2. **AIMS & OBJECTIVES**

The aims and objectives of the Parent Council are:

- to work in partnership with the school to create a welcoming school, which is inclusive for all parents;
- to promote partnership and communication between the school, its pupils and all its parents;
- to develop and engage in activities which support the education and welfare of the pupils;
- to identify and represent the views of all parents on the education provided by the school and other matters affecting the education and welfare of the pupils;
- to engage in activities which support and advance the education of pupils attending the school; and
- to raise funds through the PTA for the benefit of the school and the pupils.

3. **POWERS**

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

4. **MEMBERSHIP**

4.1 The membership of the core group will be a minimum of six Parents. The maximum size will be sixteen Parents.

4.2 Any parent of a child at the school can volunteer to be a member of the Parent Council, core group or sub-group. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be drawn by lots to be selected. Anyone not selected to be a member of the Parent Council core group may be offered the opportunity to be part of the sub group set up by the Council.

4.3 The Parent council may also have the following co-opted members:

- The Head Teacher and if appropriate another member of the teaching staff.
- The local councillor.
- A pupil from the school, (by invitation only).

Co-opted members are not eligible to vote on any Parent Council decisions either at General Meetings or Ordinary Meetings.

- 4.4 Parents will remain a member of the parent council for a period of two years, or until their youngest child leaves the school, or until a member gives notice of resignation.
- 4.5 If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member. Terminated members would have the right of appeal. Appeal should be notified within 14 days and hearing should be heard within 28 days. An appeal would be heard by an independent group.
- 4.6 In the event of a council member being absent from council meetings on three consecutive occasions without an apology, their membership of the Parent Council will be terminated.

5. **OFFICERS**

5.1 The Parent Council shall have the following Officers:

- The Chair;
- The Vice Chair;
- The Treasurer;
- The Secretary,
- The PTA Treasurer

5.2 The Officers of the Parent Council will be nominated and agreed by the Parents at the AGM. Where there is more than one candidate for a post a vote will take place among the parents present.

5.3 Unless an Officer has resigned their post and subject to their meeting the criteria to be a member of the Parent Council, they will hold the post until the second following AGM. Officers may be re-elected for subsequent period(s).

5.4 The Officers shall be responsible for ensuring that the Parent Council complies where possible with legislation affecting Parent Councils, including holding all insurance required by law.

6. **GENERAL MEETINGS**

6.1 An Annual General Meeting will generally be held in August or September of each year but may alternatively be held in any convenient month.

6.2 A notice of the meeting including date, time and place will be sent to all Parents at least 2 weeks in advance.

6.3 At the AGM the following matters will be covered:

- a report on the work of the Parent Council and its committee(s) for the previous year;
- the selection of the new Parent Council;
- election of Office bearers;
- discussion of issues that members of the Parent Forum may wish to raise;
- approval of the accounts and appointment of an individual who will review the annual accounts.

6.4 In the event of there being more than 16 volunteers, members will be selected first according to the stage of the school that they represent to ensure an even spread of representation. Remaining places will be determined by ballot. Where there are fewer than 16 volunteers, all shall automatically be appointed. Vacancies may be filled at any time after the AGM should further volunteers come forward.

6.5 Either, six of the members of the Parent Council, or any 20 Parents, can request that an additional EGM meeting be held, and all members of the Parent Council and the Parents will be given at least two weeks' notice of the date, time and place of the meeting.

6.6 At all general meetings voting shall be on the basis of one vote per Parent member present at the meeting.

7. **ORDINARY MEETINGS**

7.1 The Parent Council will meet at least once during every school term. The date and time of the meetings has to be agreed by members of the Parent Council, and published by the secretary.

7.2 A minimum of 6 members of the Parent Council core group should be present to provide a quorum.

7.3 The Head teacher, or his/her representative, has both the right and duty to attend Parent Council meetings.

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

7.5 All meetings of the Parent Council are open to any Parent to attend.

8. **FINANCE & RELATED MATTERS**

8.1 The Treasurer will open a bank or building society account in the name of the Parent council for all Parent Council funds other than PTA Funds referred to below. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

- 8.2 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 of the Parent Forum. The Parent Council accounts will be audited by two auditors appointed at the previous Annual Meeting.
- 8.3 The Parent Council may raise funds by any legal means, and may use these funds to carry out its functions at its discretion and in line with appropriate legislation and in accordance with the functions of the Parent Council.
- 8.4 The Parent Council shall have no power to borrow money and

9. **SUB-GROUPS**

- 9.1 The parent council will have a core group and a sub-group. The Parent Teacher Association is a subgroup of the Parent Council, responsible for fund-raising to support the life and work of the school and pupils. The PTA will include at least 2 members of the Parent Council. The PTA sub-group, will be able to make its own decisions, in relation to the running of the PTA, without the need for approval from the Parent Council. The PTA should however report on its activities at each Parent Council meeting and the AGM.
- 9.2 Other sub groups may be created to deal with issues and situations that the Parent Council considers it important that they become involved in. These sub groups may be permanent or time restricted depending on the nature of the issues that they are dealing with. The Parent Council will determine their terms of reference, powers, duration, and composition. All proceedings of such sub groups will be reported to the Parent Council.
- 9.3 Meetings
- Sub-groups will set their own meeting schedules, but should at least have one meeting per term.
- 9.4 Finance
- The PTA sub-group will maintain its own bank account, with two signatories from within the PTA. Accounts must be audited annually and approved at the Parent council AGM.

10. **NOTICES, MINUTES & INFORMATION**

- 10.1 The Parent Council shall wherever possible give notice of meetings through the School Newsletter.
- 10.2 Copies of the minutes of all meetings will be available to all Parents and to all staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council, from the school office and on the School Website.

11. CHANGES TO THE CONSTITUTION OF THE PARENT COUNCIL

- 11.1 Changes or additions to the Constitution must be made at an AGM or an EGM which has been called primarily or partly for the purpose.
- 11.2 The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.
- 11.3 The Parent Council may change its constitution after obtaining consent from the majority of 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.
- 11.4 Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

12. DISSOLUTION / WINDING UP

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or local authority as necessary.