



**This is the constitution for Calderwood Primary School Parent Council.**

## **1. Objectives of the Parent Council**

1.1 The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents and children.
- To promote partnership between the school, its pupils, its parents and the 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 the pupils.

## **2. Membership of the Parent Council**

2.1 The membership will be a minimum of three parents and a maximum of 40 parents of children attending the school.

2.2 Any parents of a child at the school can volunteer to be a member of the Parent Council.

2.3 Post holding positions will include a Chair, Vice Chair, Treasurer and Secretary

## **3. Co-option**

3.1 The Parent Council may co-opt up to 10 members who may include teaching and support staff in the school to assist it with carrying out its functions.

3.2 The number of co-opted members on the Parent Council must not exceed one third of the total membership.

## **4. Period of tenure**

4.1 The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish.

4.2 Any member of the Parent Council who has not attended a meeting or responded to communication in an academic year will not automatically form part of the Parent Council in the following year. They may join the Council in that following year in the same way as any other member of the Parent Forum if they wish.

## **5. Selection of post holders**

5.1 The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

5.2 The Council can adopt a method of electing the post holders, such as by a secret ballot for each post operated by a trusted party such as the head teacher.

5.3 The Parent Council will be chaired by a parent of a child attending Calderwood Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

## **6. Report/meeting arrangements**

6.1 The Parent Council is accountable to the Parent Forum for Calderwood Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

6.2 If six 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 the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

6.3 The Annual Meeting will 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 committee(s)
- selection of the new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor

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

6.5 Should a vote be necessary when making a decision, each parent member present at the meeting will have one vote with the Chair having the casting vote in the event of a tie.

6.6 Any two members can request an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

6.7 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.

## **7. Minutes/procedures of meetings**

7.1 Copies of the minutes of all meetings will be available to all parents of children at Calderwood Primary School and to all teachers at the school. Copies will be available from the school office or

posted on a web forum should such provision exist.

7.2 Meetings of the Parent Council shall be open only to members of the Parent Council and the head teacher or his or her representative.

7.2 Members of the public who wish the Parent Council to consider issues, views or topics falling within the remit of the Parent Council should put in them in writing to the Parent Council c/o Calderwood Primary School. Such requests will be considered at the next meeting of the Parent Council.

## **8. Funds**

8.1 The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. 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. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

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

8.4 Should the Parent Council cease to exist, any remaining funds will be passed to the Head Teacher of Calderwood Primary School to be used for the benefit of the school, where this continues.

## **9. Changes to the Constitution**

9.1 The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. The Head Teachers and members of the Parent Forum will be sent a copy of any proposed amendment and given four weeks to respond to the proposal.

9.2 A copy of the revised constitution will be sent to the local education authority along with a list of Parent Council members.