



## **Broxburn Primary School Parent Council Constitution**

### **Objectives**

The objectives of the Parent Council are to:

- Identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- Promote parental involvement in their child's education and learning.
- Promote partnership between the local authority, school, its pupils and its parents.
- Develop and engage in activities which support the education and welfare of the pupils.
- Fundraising of money to support school activities and items.

### **Number of Members**

Council membership will promote balanced representation of school, promoting representation from each year group, including the Nursery parents. A maximum can be stipulated if considered appropriate at any point.

Any parents/guardians of a child at the school can volunteer to be a member of the Parent Council. All parents/guardians of children at the school automatically become members of the Parent Forum even if they choose not to join the Parent Council.

## General Meetings

The AGM will be held in September of each year. A notice of the meeting including date, time and place will be sent out to all members of the Parent Forum at least two weeks in advance of the meeting.

The meeting will include:

- A report on the work of the Parent Council and any subcommittees.
- Selection of the new Parent Council.
- Selection of new Parent Council.
- Selection of Office Bearers.
- Discussion of issues that members of the Parent Forum may wish to raise.
- Approval of the accounts and independent audit.

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.

Any two of the office bearers of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given one week's notice of the date, time and place the meeting.

## Parent Council Membership

The Parent Council is accountable to the parent Forum for Broxburn Primary School and will make a report to it at least once each year on its activities on behalf of all the parents. This report may be in form of minutes and/or news update letter.

The office bearers will be Chairperson, Vice Chair, Secretary, Treasurer, Lead Fundraiser and Communications Lead.

The Chair, Vice Chair, Secretary, Treasurer, Lead Fundraiser and Communications Lead will be agreed by the Parent Council at its Annual General Meeting (AGM).

Office bearers will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. No one should serve for more than a maximum of two terms of office. All parents of children at the school can take part in the selection.

At the end of the two year term of office (or sooner if resignation occur), nominations for office bearers will be sought by the Parent Council. Office bearers will be selected through personal nominations. These nominations will be accepted by e-mail, post or in person but must be received one week prior to the AGM.

The Parent Council may co-opt up to five persons to assist it with carrying out its functions.

- Teaching staff
- Pupil Council
- Community (e.g. Community Policeman, local Minister, Youth Worker, playgroups)

At no time should there be more members co-opted on to the parent council, than the total parent members

Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review requirements for co-opted membership.

## Meetings

Meetings of the Parent Council shall be open to any member of the Parent Forum, unless the Parent Council is discussing and issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher (or his/her representative) can attend.

The Parent Council will meet a minimum of once every school term.

If one fifth of all 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 Parent Forum at least two weeks notice of the meeting; and at the same time circulate notice of the matter(s) to be discussed at the meeting.

Copies of the minutes will be available to all parents/guardians of the children at the school and to all teachers at the school. Copies will be available from the secretary of the Parent Council and from the school office.

## Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against signatures of at least two named Parent Council members.

The Treasurer shall be responsible for the keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

## Changes to the Constitution

Changes or additions must be made at an AGM or and EGM called for the purpose. The purpose change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## Dissolution

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.