

Parent Council Constitution for Garrowhill Primary School

1. The objectives of this Parent Council are as follows:-
 - ❖ To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - ❖ To promote partnership 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 parents on the education provided by the school and other matters affecting the education and welfare of the pupils

2. The membership of the Parent Council will consist of a minimum of six parents of children currently attending the school.

The attendance of half of the parent numbers of the Council will be necessary to form a quorum for meetings

3. The Parent Council members will be selected for a period of three years after which they may put themselves forward for re selection if they so wish. Any parent of children currently attending Garrowhill Primary School can take part in the selection by post or e mail details of which will be publicised indicating length of notice available to submit their preferred representative.

4. Two thirds of the Parent Council will be made up of Parent Forum Members and one third of the membership will be reserved for the other co-opted members including teaching staff and School Chaplain. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of three years after which time the Parent Council will review and consider requirements for co-opted membership.

- 5.** The Chair, Vice Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation. Office Bearers will be re-selected by the Parent Council on an annual basis.
- 6.** The Parent Council is accountable to the Parent Forum for Garrowhill Primary and will make a report to it at least once each year on its activities on behalf of all the parents. If 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.
- 7.** The Annual Stated Meeting will be held in September of each year. A notice of 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:

 1. a report on the work of the Parent Council
 2. selection of the new Parent Council
 3. discussion of issues that members of the Parent Forum may wish to raise
 4. approval of the accounts and appointments of the auditor
- 8.** The Parent Council will meet at least once every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
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.
- 9.** Copies of the minutes of all meetings will be made available to the parent's forum of Garrowhill Primary School and to all staff at the school. Copies will be available from the Secretary of the Parent Council and from the school office.
- 10.** Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a

confidential basis. In such circumstances, only members of the Parent Council and the headteacher, or his or her representative, can attend.

- 11.** The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council Funds. Withdrawal will require the signatures of the Treasurer and one other Parent Council member. 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.

- 12.** The Parent 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 amendment and given reasonable 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 benefits of the school or schools where this continues.