



## STRATHBLANE PRIMARY SCHOOL

### PARENT<sup>1</sup> COUNCIL CONSTITUTION

1. This is the constitution for Strathblane Primary School Parent Council.
2. The objectives of the Parent Council are:
  - To strive for the fullest involvement of all parents and children in the school
  - To represent parents' interests in the school
  - To develop and engage in activities which support the education and welfare of the pupils
  - To improve the facilities of the school and surrounding area
  - To promote the school as part of the wider community
  - To fund raise effectively
  - To enhance communication between parents, pupils and staff.
3. The membership will be a minimum of four parents of children attending the school. The upper limit is seven parents.
  - A minimum of 50% of the parent members of the Parent Council constitutes a quorum.
4. The Parent Council will be selected for a period of two years, after which Parent Council members may put themselves forward for re-selection if they wish. The aim is to have at least one new Parent Council member each school year.
  - Any parent of a child at the school or nursery can volunteer to be a member of the Parent Council, or may be nominated by another parent/carer to become a member of the Parent Council. In the case of nomination, the parent will first be approached by an existing member to inform them of their nomination and to obtain their consent to be put forward for selection.
  - In the event that the number of volunteers or nominees exceeds the number set out in the constitution, members will be selected by election.
  - Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council.

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<sup>1</sup> The term "parent" refers to guardian, carer or legally appointed person looking after a child at the school.

5. The Parent Council may co-opt others as required to assist it with carrying out its functions.
  - The number of parent members on the Parent Council must always be greater than the number of co-opted members.
  - Co-opted members will be invited to serve for a relevant period of time, after which time the Parent Council will review and consider requirements for co-opted membership.
  - One member of teaching staff will be invited to join the Parent Council to represent staff. Staff will be responsible for nominating a teacher.
  - A further member of teaching staff will also be co-opted to be the pupils' representative.
  
6. The Chair, Fund Raising Officer and Treasurer of the 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 (at the annual meeting of the Parent Forum).
  - The Parent Council will be chaired by a parent/carer of a child attending Strathblane Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
  - A clerk to the Parent Council will be appointed. The clerk cannot be a serving member of the Parent Council.
  
7. The Parent Council is accountable to the Parent Forum for Strathblane Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
  - Members of the Parent Forum can request a special general meeting to discuss issues falling within the Council's remit. The Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
  
8. The Annual Meeting will be held in the Autumn Term 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
  - introduction of the new Parent Council members or candidates, as appropriate
  - agreement of the Action Plan for the current school session
  - approval of the accounts and appointment of the auditor.
  
9. The Parent Council will meet at least once in every school term.

- Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
  - 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 one week's notice of date, time and place of the meeting.
  - 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.
10. Copies of minutes of all meetings will be available to all parents of children at Strathblane Primary School and to all teachers at the school. Copies will be available from the school office.
  11. Meetings of the Parent Council shall be open to all members of the public unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and its invitees, and the Headteacher, or his or her representative, can attend.
  12. The Treasurer will open two bank or building society accounts in the name of the Parent Council for Parent Council funds, one of which will be an allocated account for fundraising. Withdrawals will require the signature of the Treasurer and one other mandated 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.
    - The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
  13. The Parent Council may change the constitution after obtaining consent from members of the Parent Forum. Members of Parent Forum will be sent a copy of any proposed amendments and given at least two weeks to respond to the proposal.
  14. 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 where this continues.