

From mountain to sea

Aberdeenshire Parent Council Constitution

This is the Constitution for Crathes Primary School Parent Council as provided for in the Scottish Schools (Parental Involvement) Act 2006

Definitions

- a) In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*
- b) Parent Forum – all parents of children attending Crathes School*
- c) Parent Council – a group of parents selected by members of the parent forum to represent all the parents of Crathes School*

1. AIMS AND OBJECTIVES

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
2. To promote collaborative working between parents, families and the school
3. Develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
4. To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.
5. To promote sport and recreation activities for all pupils at Crathes Primary.

2. MEMBERSHIP

1. Up to 10 Parents from the parent forum shall be elected to form a Parent Council
2. Parents shall always form the majority of the Parent Council.
3. Any parent of a child at the school can volunteer to be a member of the Parent Council and all parents can take part in the selection of Parent Council members by post, text/email during August/September. This will be co-ordinated by the current Parent Council. Parents will have (insert figure agreed by Parent Council) weeks to select their representatives. More information can be found on this in the attached process guidance.
4. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by (number of votes received during the voting process or the Parent Council will be made up of two representatives from each year group)
5. The result of the elected members of the Parent Council shall be announced at the AGM.
6. They shall be elected for a one year term and be eligible for re-election. In the event of a tie either lots will be drawn or names drawn from a hat
7. The Parent Council may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.
8. The Parent Council may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks.
9. No 2 members of the same household may hold the post of office bearer in the same committee at the same time.

3.CO-OPTED MEMBERS

1. The Parent Council may co-opt up to 2 persons to help carry out its functions.
2. Two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school.
3. Co-opted members can be drawn from school staff on a voluntary basis and the wider community. The co-opted members will serve for one year after which time the Parent Council will review and consider requirements for co-opted membership.
4. Co-opted member(s) will not have voting rights on the Parent Council.

4. OFFICE BEARERS

1. Office bearers will be elected by members of the Parent Council and will be: Chair, Depute Chair, Treasurer, Secretary and such others as may be deemed necessary.
2. The Parent Council will be chaired by a parent of a child attending Crathes School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
3. Office bearers will be elected by the Parent Council at the AGM. They shall be elected for a one-year term and be eligible for immediate re-election, up to a maximum of 3 years. It is recommended that Office Bearers serve a minimum of 2 years to allow for continuity.
4. Each office bearer shall be a parent of a child attending Crathes School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next Parent Council meeting.

5. TREASURER

1. The treasurer will be responsible for opening/maintaining a bank or building society account. Withdrawals will require the signature of the treasurer and one other office bearer.
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 AGM. The parent council accounts will be audited.
3. The parent council shall be responsible for ensuring that all monies are used in accordance with the objectives of the parent council.
4. Should the parent council cease to exist, any remaining funds will be used for the benefit of Crathes School.
5. Sports clubs will maintain an independent set of records for income and expenditure and bank account.

6. TERMINATION OF MEMBERSHIP

1. If a member of the Parent Council acts in a way that is considered by fifty percent of the parent council members to undermine the objectives of the Parent Council their position as a member of the parent council shall be terminated after an EGM with only Parent Council members invited is held to vote on such.
2. Termination of office shall be confirmed in writing to the member.

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7. MEETINGS

1. The Parent Council will meet at least once in every school term.
2. The quorum for each meeting will be 6, one of which will be the Chair or Depute Chair.
3. Any member of the Parent Forum may attend meetings of the Parent Council and count towards the quorum and may be given voting rights.
4. The Head teacher has a right and a duty to attend meetings or be represented by another member of staff. The head teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.
5. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.
6. Should fifty percent of the Parent Council or Forum request that an additional meeting be held, all members of the Parent Council/Forum will give reasonable notice of date, time and place of meeting.
7. Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of the Parent Council and the headteacher.
8. Items for the agenda should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
9. The secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all parents of children at Crathes School from the Secretary of the Parent Council, from the school office and/or school website. Parent Councils may choose to set up their own website/facebook page but this should not be the only method of communicating with parents.
11. The Chairperson shall have an optional casting vote in the event of a tied vote.

8. ANNUAL GENERAL MEETING (AGM)

1. The AGM will be held annually in September to allow engagement with new Parent Forum members
2. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum.
3. The meeting will include:
 - a) A report on the work of the parent council.
 - b) A report on the work of any sub-groups.
 - c) A report on the accounts.
 - d) Discussion of issues that members of the council may wish to raise as intimated in the notice of the meeting.
 - e) Approval of the accounts and appointment of the auditor.
 - f) Announcement of new members of Parent Council.
4. Parents will have 2 weeks to select their representatives before the AGM is held.

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9 EGM

1. An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called by a Parent Council member (if approved by the majority of **voting Parent Council members.**)

10 CONFIDENTIALITY

1. The work of the parent council will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum.
2. Matters relating to issues of a confidential nature will not be recorded in an 'open' minute, but will be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.
3. Data held as part of a Parent Council's work should be held under appropriate GDPR (EU) 2016/679 guidance
4. Matters relating to individual teachers, children, parents and school issues will **NOT** be the subject of discussion at Parent Council meetings.

11 CONSTITUTION

1. The constitution may be changed after discussion at a Parent Council meeting and obtaining consent from two-thirds of the members of the Parent Council present at a meeting.
2. The Parent Forum will then be sent a copy of any proposed amendments and given 2 weeks from date of issue to respond to the proposed changes before any further action is taken. The notice shall not include any school holidays.

12 DISSOLUTION

Dissolution In the event that the Parent Council ceases to exist all remaining funds associated with the Parent Council should be distributed for the benefit of the children at the school and/or Local Authority as necessary.