



Loch Primary Parent Council Constitution

As a parent with a child at school you are automatically a member of your parent forum.

Who?

Parent / Carer, Grandparent or nominated person who has the proxy (Permission) to represent them within the school.

What does that mean for you?

The fact that you are a parent forum member is a wonderful thing. Your voice matters in Education and that in itself is a valuable tool for you as a parent.

In Scotland we are extremely fortunate that Scottish Education reflects the voice of the parents. The parent forum membership that you are part of, allows you to join your school's Parent Council that forms the legislated body or parent voice of the school.

The benefits

- You as the parent an opportunity to get information about what your child is learning.
- You get information about events and activities at the school.
- Receive advice/help on how you can support your child's learning both at home and in school.
- It's the best place to be updated directly from the Head Teacher or Depute about any changes to the school curriculum or amazing achievements.
- Your voice matters, especially when it comes to discussing how future funding is spent from the Pupil equity funding or Scottish attainment challenge funding (this is explained further on in the guide)
- You are valued as a parent and will be given opportunities to be involved/volunteer within the school.
- Have a say in selecting a Parent Council to work on behalf of all parents at your school.
- Give a voice to any Scottish Government Education policy consultations that will have a direct impact on your child within the Scottish education system.

Loch Primary Parent Council Constitution

The Parent Forum must decide on the name of the Parent Council. The committee could select many names and put this to a vote. It does not have to be called a Parent Council, it could be a "Friends of" group. The name should tell people what the group stands for and what it is trying to achieve.

Objectives:

- To work in partnership with the school to create a welcoming environment, which is inclusive for all parents/guardians/carers
- To promote equality and fairness
- To develop and engage in activities which support the education and welfare of the pupils
- To maintain communication with and between all members of the Parent Forum
- The aims should be general so that the Parent Council is not restricted its activities.

Mechanisms to achieve the objectives:

The Parent Council will have overall responsibility to achieve these objectives but may delegate tasks to sub groups or short life working groups. These groups will be required to report to the Council on a regular basis

These groups may include:

- Communication
- Fundraising
- Curriculum development
- Parental Engagement (Social event/workshops)
- Special Interest (e.g. new school, anti-bullying, enterprise, links with the local community, environmental issues etc.)

Membership of the Parent Council

The membership consists of parents/carers of children attending Loch Primary School as selected by the Parent Forum

- The minimum number of parents should be no less than 4 members, enough that the office bearer's roles are fulfilled.
- Parent Council Membership
- There is no limit to the numbers who can attend
- The Parent Council will be made up of at least one (where possible) representative from each year group nominated by the Parent Forum plus other Parents interested in attending Parent Council meetings.
- Members of the Parent Council shall be appointed at the AGM.
- They shall be elected for a two-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.
- The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required.
- Parents to decide how large/small the Parent Council should be. It is a good idea to allow for a range rather than a fixed number of members.

Co-option

The Parent Council may co-opt up to 2 members to assist it with carrying out its functions.

Co-opted members may include representatives of:

- Teaching staff
- Auxiliary staff Feeder Primary Schools
- Loch Nursery
- The Parent Council will extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.
- Anyone with an interest in the life and work of the school
- Community organisations

The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Head Teacher

The Headteacher or his/her representative has a right and duty, to attend meetings of the Parent Council (this is written in legislation).

The Headteacher attends meetings in an advisory capacity and does not have voting rights, unless these are given by the Parent Council/Parent Forum.

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed 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.

Period of Tenure on Parent Council

The Parent Council will be selected for the duration of their child's attendance at the school.

Selection of Executive Office Bearers

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

- Vice Chair roles of Chair and Treasurer will be appointed.
- Office bearers will be selected/re-selected by the Parent Forum on an annual basis (Annual General Meeting of the Parent Forum).
- If the child of an Office Bearer ceases to be a pupil, their roles will be rotated around the parent members of the Parent Council until a new Office Bearer is appointed at the AGM.

Reporting/Meeting Arrangements

The Parent Council will meet on a monthly basis throughout school terms.

- The Parent Council is accountable to the Parent Forum of Loch Primary School and will make a report to it at least once per year on its activities on behalf of all the parents.
- This report will be made at the AGM and posted on the Parent Forum webpage and any social media pages controlled by the Parent council.
- If twelve 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 a minimum two week notice of the meeting, at the same time, circulate notice of the matter/or matters, to be discussed at the meeting.
- The Annual Meeting will be held in Autumn of each year. A notice of the meeting including date, time and place will be posted on the Parent Forum web page and on a school notice board at least 2 weeks in advance.

The meeting will include:

- a report on the work of the Parent Council and its sub groups
- Selection of the new Parent Executive (nominations will be received at the meeting and elections held if necessary) discussion of issues that members of the Parent Forum may wish to raise approval of the accounts and appointment of the auditor.
- Agendas for all Parent Council meetings will be posted on the Parent Forum web page.
- 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.

If member on the Parent Council 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 by the Chair or designated representative to the member.

Minutes/Procedures of Meetings

- Copies of the minutes of all meetings will be available to all parents/guardians/carers of children at Loch Primary School and to all teachers/staff at the school.
- Copies will be available from the Secretary of the Parent Council on the Parent Forum web page and from the school office.
- Members of the public may be invited as guests to a meeting at the discretion of the Parent Council.
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Changes to the Constitution

- The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. A copy of any proposed amendment will be posted on the Parent Council tab, Social media account, twitter and Facebook as well as any school Apps. The minutes be made available through the school office
- This constitution will be reviewed by the Parent Council as appropriate and for any changes notified to the Parent Forum
- A copy of the any revised constitution must be sent to the local education authority along with a list of Parent Council members.

General Meetings

The Annual General Meeting (AGM) shall be held in Autumn each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

- The work of the Parent Council
- Approval of the accounts
- Appointment of an individual who will review the annual accounts
- Any resolutions submitted by the Parent Forum
- Election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per full Parent Council (not co-opted members or staff members) present at the meeting.

At all general meetings the quorum shall consist of (4 members).

If all parents have been told of the meeting and of the main items of business in adequate time, there is no need to have a large quorum. This might be difficult to achieve and prevent the Parent Council from holding a proper AGM.

The AGM will be held in June in order to attract new parents.

The Parent Council or (any number) of the Parent Forum shall have power to call an Extraordinary General Meeting.

Finance

The Treasurer will open a bank, building society or a credit union account in the name of the Parent Council for all Parent Council funds.

- Withdrawals will require 2 signatures of the 3 designated office bearers.
- The Treasurer will keep an accurate record of all income and expenditure, 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.
- 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 (or schools), where this continues.

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 the signatures of at least two named Parent Council member signatories.

- The Treasurer shall be responsible for 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 individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the Parent Council and whom everyone trusts.

- 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.