



Craigdhu Primary School Parent Council

Constitution

This is the constitution for Craigdhu Primary Parent Council.

1. DEFINITIONS

Parent: Defined in the Education (Scotland) Act 1980 as amended. Includes a guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person.

For example

- *Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child*
- *Carers who can be parents*
- *Others with parental responsibilities e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements.*
- *Close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements*

Parent Body: All parents who have a child attending a public school are automatically a member of the Parent Body for that school. In some instances, the Parent Body can also be referred to as the Parent Forum.

Parent Council: The statutory body responsible for representing parents' views.

1. AIMS

The aims of the Parent Council are:

- To work in full partnership with the school to create a welcoming school which is inclusive for all parents.
- To provide partnership between the school, its pupils, parents, carers and local community.
- To develop and engage in activities which support the education, welfare and spiritual and emotional wellbeing 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.
- To play an active role in supporting parental involvement in the work and life of the school.
- To provide representation of the Parent Body in the recruitment process for appointing senior management.
- The Parent Council shall have the power to discuss anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Body.

3.1. YEAR REPRESENTATIVES

The number of Year Representatives will be a minimum of four and a maximum of fourteen parents of children

attending the school at the time of appointment. Membership is preferably equally divided by year groups, ideally by class.

3.2. PROJECT CONTRIBUTORS

3.2.1. The Parent Council can nominate additional parent members for role or project specific tasks or sub-groups (e.g. marketing, finance, HR, events).

3.2.2. Project Contributors do not have any voting rights.

3.3.1. The Head Teacher has a duty and a right to attend all meetings, and may nominate a representative to attend in their place. In extra-ordinary circumstances, the Parent Council can meet without the Head Teacher or their representative but no formal decision can be made and any outcome will be informative only. The Head Teacher (or their representative) attends meetings in an advisory capacity and does not have voting rights on the Parent Council.

3.3.2. Councillors are invited to attend all meetings and are given minutes of meetings, whether they attend or not.

3.4 CO-OPTED MEMBERS

3.4.1. The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. Co-opted members could be taken from members of the community e.g. local church leader, teaching / support staff, local business people.

3.4.2 Co-opted members do not require to be parents of children at the school.

3.4.3 Co-opted members will be invited to serve for a minimum of 1 year and a maximum of up to 3 years.

3.4.4 After this period, co-opted members may be considered for reselection if they so wish.

3.4.5 Co-opted members will not have any voting rights.

3.5 APPOINTMENT OF YEAR REPRESENTATIVES

3.5.1. The Parent Council will reach out to the Parent Body for volunteers annually.

3.5.2. Any parent of a child at Craigdhu Primary School may volunteer to be a member of the Parent Council.

3.5.3 Self-nominations should be submitted in writing to the Chair of the Parent Council.

3.5.4 In the event that the number of volunteers exceeds the maximum number of members allowed in the constitution, and if no amicable solution is found, Year Representatives will be selected by election via a vote (to simple majority) by the relevant class or year group.

3.5.5. Members of the Parent Council will be reviewed annually. Members may put themselves forward for reselection if they so wish.

3.5.6. Following any election, anyone not selected to be a Year Representative may be invited to become a Project Contributor or Co-Opted Member.

3.5.7. Any future changes to the details of the electoral process will be determined by the Parent Council.

3.6. ROLE OF YEAR REPRESENTATIVES

The role of each Year Representative is to:

- Represent and advocate the views of their representative class at the Parent Council.
- Gauge the opinion of their representative class about discussion topics raised to the Parent Council.
- Be a liaison between parents and the Parent Council.
- Bring to the Parent Council all relevant discussion topics raised by their representative year group.
- Exercise voting rights on behalf of their representative class at Parent Council meetings, in accordance with the procedures set out in this constitution. Each class representative will have one vote, with the Chair holding the casting vote in the event of a tie.

3.7 TERMINATION OF MEMBERSHIP

- 3.7.1. It is expected that all Parent Council Members conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.
- 3.7.2. If a member wishes to terminate their membership of the Parent Council they can do so by notifying the Chair in writing or at a Parent Council meeting.
- 3.7.3. 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.

4 POSITIONS

4.1. OFFICE BEARERS

- 4.1.1. The Parent Council will have a Chair, Vice-Chair and such others as deemed necessary.
- 4.1.2. They must be parents of children attending the school.
- 4.1.3. They will be appointed by the Parent Council annually at the AGM (or as necessary, should the position become vacant mid tenure) and will serve for up to a maximum of 3 years. They will be able to put themselves forward for reselection.
- 4.1.4. In the event the Parent Council is unable to appoint a Chair, it will nominate a caretaker for a given time or until a volunteer takes on the role of Chair.
- 4.1.5. If the child of an office bearer ceases to be a pupil at the school, or if the office bearer is for any other reason unable or unwilling to continue in that role, a new office bearer will be appointed at the next meeting.
- 4.1.6. Should a position be shared, roles will be clearly defined and the Chair's casting vote clearly allocated.

4.2. CLERK

A Clerk may be appointed by the Parent Council to give administrative support. The Clerk may / may not be a parent of a child at the school. A Year Representative may take on the auxiliary role of Clerk.

5.0 MEETINGS

5.1 REGULAR MEETINGS

- 5.1.1. The Parent Council will meet as required, but at least 5 times in every school year.
- 5.1.2. The quorum shall be not less than one third of the membership or a minimum of three, of whom the majority must be Year Representatives; if a quorum is not present 15 minutes after the appointed time for the start of the meeting, the meeting shall be adjourned and no business conducted.
- 5.1.3. As it is essential that the work of the Parent Council is open and transparent, meetings of the Parent Council shall normally 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 Head Teacher or their representative may attend.
- 5.1.4. If a vote is necessary to make a decision, each Year Representative at the meeting will have one vote, with the chair having a casting vote in the event of a tie.
- 5.1.5. If any member of the Parent Body wishes the Parent Council to consider any issues relevant to the aims of the Parent Council, they should notify the Chair in writing or their Year Representative of the matter at least two weeks in advance of the next scheduled meeting of the Council.

5.2 ANNUAL GENERAL MEETING

- 5.2.1. The Parent Council will hold an AGM once each academic year, normally at the final scheduled meeting of each academic, to appoint office bearers. The date and time of these meetings will be communicated to the parent body by the usual communication methods.
- 5.2.2. For the Parent Council, the meeting will include a report on the work of the Parent Council and work of any sub committees and discussion on any matters arising. If appropriate such matters arising will be referred to the next scheduled meeting of the Parent Council.

5.3. EXTRAORDINARY GENERAL MEETING

- 5.3.1. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this within 4 weeks.
- 5.3.2. The Parent Council shall give all members of the Parent Forum at least 2 weeks' notice of the meeting and at the same time, circulate notice of the matters) to be discussed at the meeting.
- 5.4.1. Notification of the dates of the meetings of the Parent Council will be notified to parents and posted on the school website.
- 5.4.2. Copies of the minutes of all meetings will be available to all parents of children at Craigdhu Primary and to all staff at the school. Approved minutes will be posted on Craigdhu Primary School's Website. Copies will also be available from the school office.

6. ACCOUNTABILITY & REPORTING

The Parent Council is accountable to the Parent Body for Craigdhu Primary and will make a report to the Parent Body at least once a year on its activities.

7. FINANCES

The Parent Council does not hold its own bank account. Any separate fundraising organisation (such as the PTA) is an independent body with its own finances and governance arrangements. Finances of the Parent Council will be dealt with by the systems in place through Devolved Management of Resources, subject to approval of the Parent Council.

8. CHANGING THE CONSTITUTION

- 8.1. The Parent Council may change its constitution after obtaining consent from members of the Parent Body at an AGM or an EGM called for this purpose.
- 8.2. Members of the Parent Body will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
- 8.3. The proposed change has to be approved by a simple majority of those attending and voting at the AGM or EGM.

9. DISSOLUTION OF THE PARENT COUNCIL

Should Craigdhu Primary Parent Council cease to exist, any remaining funds held on behalf of the Parent Council shall be applied for the benefit of pupils at the school, in line with local authority financial procedures.