



St Ninian's Primary School Parent Council Constitution

- 1 The objectives of the Parent Council are to:
 - work in partnership with the school to create a welcoming environment which is inclusive for all pupils, parents, staff and partner agencies
 - promote partnership between the school, parents, parishes and wider community.
 - develop and engage in activities which support the wellbeing and learning of the pupils
 - identify and represent the views of parents on the education provided by the school and other matters affecting the wellbeing and learning of the pupils
 - work in partnership with the school to promote strong links with the parishes and develop activities to nurture the growth of the school as a community of faith.
- 2 Council membership will be a minimum of seven and a maximum of 25 parents of children attending the school.
- 3 Other than the office bearers referred to in Clause 9, members of the Council will serve for a period of *one year*, after which they may put themselves forward for re-selection if they wish.
- 4 Members of the Council will be selected at the Annual General Meeting. This is an open meeting of the Parent Forum held in September each year. All parents and carers of children on the roll of the school are automatically members of the Parent Forum of St Ninian's Primary School. Parents will have two weeks notice of the meeting and can put their names forward by email or by post if they are unable to attend in person.
- 5 Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names at random. 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 Council.
- 6 The Head Teacher will be a member of the Parent Council and in addition two staff members will represent the school community.
- 7 The Archdiocese will appoint a Church Representative who will serve as a full member of the Parent Council.
- 8 The Parent Council may co-opt up to five persons to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of up to one year after which time the Parent Council will review requirements for co-opted membership.
- 9 There will be four office bearers : Chair, Vice-chair, Secretary and Treasurer. The term of office will be two years.
- 10 Office bearers will be selected by the Parent Council on a bi-annual basis at the Annual General Meeting held in September.
- 11 The Parent Council is accountable to the Parent Forum for St Ninian's Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
- 12 If one fifth of all 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 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

13 The Annual General Meeting will be held in September 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 2 weeks in advance. The meeting will include:

- a report on the work of the Parent Council and any committee(s)
- selection of the new Parent Council
- selection or re-affirmation of office bearers
- discussion of issues that members of the Parent Forum may wish to raise
- the report of the Head Teacher reviewing the previous session and outlining future plans
- approval of accounts and the appointment of an Auditor

14 The Parent Council will meet at least once in every school term.

It will be considered quorate if five members, including one office bearer and the Head Teacher (or their representative) are in attendance

15 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

16 Any two of the office bearers of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least two weeks' notice of date, time and place of the meeting.

17 Copies of the minute of all meetings will be available to all parents of children at the school and to all staff at the school. Copies will be available from the Secretary to the Parent Council, from the school office and on the school website. Confidential matters shall not be minuted.

18 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 can attend. Confidential matters concerning parents or children shall not be discussed. Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.

19 The Treasurer will use a bank account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. The bank account is to have three authorised signatories.

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 by the auditor appointed at the previous AGM. The Treasurer is responsible for the accounting of all monies raised by fundraising groups and the Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

20 The Parent Council may change its constitution if the majority of its members agree. Any such changes will be made at the AGM.

21 Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of St Ninian's Primary School, where this continues, or its replacement.

All members of the Parent Council will agree to carry out their role in accordance with the Parent Council Code.

Last agreed October 2020

Parent: this term refers to parents and carers of children at the school