

## **CONSTITUTION FOR GOREBRIDGE PRIMARY SCHOOL PARENT COUNCIL**

This is the constitution for School Parent Council (herein referred to as "the Parent Council").

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council and which are more fully explained in the Guidance to the Act. This constitution should be interpreted in conjunction with the Act and the Guidance with the understanding that where there is conflict it is the provisions of the Act that will take precedence.

Throughout this document, the term Parent shall mean Parent, Carer or Guardian.

The Parent Council has approved charity status – SCO4853.

### **Aim and purpose**

The objectives of the Parent Council are the Advancement of Education which will be achieved by the following methods:

1. To work in partnership with the School to create a welcoming school that is inclusive for all parents;
2. To promote close partnership between the School, its pupils and all its Parents;
3. To develop and engage in activities which support the education and welfare of the pupils including providing or assisting in the provision of facilities to enhance education at the School;
4. 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;
5. To support and oversee the school Parent Teachers Association in all their activities;
6. To be accountable for its activities and those of any sub-committee such as the PTA.

### **Membership**

The Parent Council shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the School may volunteer to be a member of the Parent Council. The Head Teacher of the School, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.

As a minimum, there shall be four parents of children attending School. The maximum number of parent members shall be 12. Best endeavours

will be made to ensure that within this number each stage of the School is equally represented, the stages being Nursery P1/P2, P3/P4 and P5/P6/P7.

Appointment of Members shall take place at the Annual Meeting. In the event of there being more than 12 volunteers, members will be selected first according to the stage that they represent, this means that if there are four or fewer volunteers for any of the stages those volunteers shall automatically be appointed. Remaining places will be determined by the drawing of lots.

Where there are fewer than 12 volunteers, all shall automatically be appointed. Vacancies may be filled at any time after the Annual Meeting should further volunteers come forward. In seeking to fill vacancies the Parent Council shall have due regard to balanced representation of the stages.

Parent Council members will be selected for the period up to the next Annual Meeting after which they may put themselves forward for re-selection if they wish. Parents will always form the majority of the Parent Council.

Any other member of the Parent Forum may be part of any sub-committees set up by the Parent Council.

The Parent Council may co-opt up to four non-parent members to assist it with carrying out its functions. At no time shall the number of co-opted members exceed one third of the total Parent Council membership. Best endeavours will be made to ensure that co-opted members include teaching staff from the School and, if numbers allow, non-teaching support staff, Community members and members of the Pupil Councils.

Co-opted members will be invited to serve for the period until the next Annual Meeting after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council can choose to invite others to participate in its proceedings. This may include the Local Councillors in whose wards the School's catchment area falls and a representative from each of the Parent Councils of the primary schools feeding in to the School. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

Each member of the Parent Council will have one vote and resolutions shall be passed by a simple majority vote of those present (email votes if the meeting cannot be attended will count as a vote). The

Chairperson shall have a deliberate and casting vote, which will only be used in the event of a tie.

### **Office Bearers**

At the first meeting of the Parent Council following its formation Parent Council members will appoint a Chair, Vice Chair, Treasurer and Minutes Secretary.

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 of a child attending School. If the child ceases to be a pupil, the Vice Chair will fill the role until a new chair is agreed at the next meeting.

### **Annual Meeting**

The Parent Council is accountable to the Parent Forum of School and will make a report to it at least once each year on the activities it has carried out on behalf of all of the parents.

This shall be done at an Annual Meeting, which shall be held in the first term of a new school year, as soon as convenient.

A notice of the meeting including date, time, and place will be sent out at least two weeks in advance of the meeting. The notice will be sent to all members of the Parent Forum.

The meeting will include:

- A report on the work of the Parent Council and its subcommittee(s)
- Selection of the new Parent Council
- Identification of issues that members of the Parent Forum may wish the Parent Council to pursue
- Approval of the accounts

The meeting will be chaired by the outgoing Parent Council Chair. In the event of a vote being required on any issue before the meeting all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie.

### **General Meetings**

The Parent Council will meet at least twice in any school year. A minimum of 3 parent members of the Council must be present at each meeting.

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

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 and the head teacher, or his or her representative, can attend.

Any two parent members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given at least one-week's notice of the date, time and place of the meeting and the reason for the meeting being called.

### **Special General Meeting**

If 12 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.

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 matter, or matters, to be discussed at the meeting.

### **Minutes of Meetings**

Copies of the minutes of all Parent Council meetings will be available to all parents of children at School and to all teachers at the School. Copies will be available on the School website and from the School office.

### **Parent Council Finances**

The Treasurer will manage the Parent Council funds in a bank account named Gorebridge Primary School Parent Council. Withdrawals will require the signature of the Treasurer.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this each term and a full account for the Annual Meeting. The financial year shall run from 1st July to 30<sup>th</sup> June.

The Parent Council accounts will be examined by member appointed at the previous Annual Meeting – Carrie Campbell.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council.

Any funding under £100 can be agreed by the treasurer or chair, any funding £100-£250 by 2 members of the Parent Council, any higher amounts must be agreed at a Parent Council meeting and documented in the minutes.

### **Termination of Membership**

Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology then the member will be deemed to have retired from the Parent Council.

### **Parent Council**

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 will be confirmed in writing to the member, email is considered as writing in this instance.

### **Changing the Constitution**

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.

All members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

The proposal shall be accepted if a majority of those who respond within the given time agree.

### **Dissolution of the Parent Council**

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, providing the funds continue to be used for the advancement of education.

### **Subcommittees**

The Parent Council may set up subcommittees for specific purposes. Where it does so, the Parent Council shall propose and mutually agree a constitution and retain responsibility for the sub-committee.

The constitution shall as a minimum describe:

- The purpose for which the subcommittee has been created
- The membership of the subcommittee
- The powers of the subcommittee
- How the subcommittee shall link with the Parent Council

### **Membership for 2018/19 year:**

Office bearers: *Seonaid Barker, Chair – P2 & P5*  
*Erin Whyte, Joint Vice Chair - Nursery (preschool) & P2*  
*Louise Barnet, Joint Vice Chair -P5*  
*Hilary Gordon, Secretary - P2*  
*Neil Whyte, Treasurer- Nursery (preschool) & P2*

Members: *Steve Woods (Head Teacher) – Parent Council*  
*Julie Binnie (Depute Head Teacher) - PTA*  
*Janine Ketrick – P6*  
*Paula Hartley Nursery & P2*  
*Elaine Gifford – Nursery (preschool) & P2*  
*Mo Gibbs - P1 & P3*

The supplying of an email address is taken as consent for that address to be the main form of contact for Parent Council business.