

# Constitution

## Newtongrange Primary School Parent Council

### 1. The aims of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils and all its parents
- To develop and engage in activities which support the education and welfare 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

### 2. Powers

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of Parent Forum.

### 3. Membership

The membership consists of parents/carers of children attending Newtongrange Primary School as selected by the Parent Forum. The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. Any members of the Parent Forum can volunteer to be a member of the Parent Council.

The Parent Council may co-opt non-parent members to assist it with carrying out its functions. Parents shall always form the majority of the Parent Council. The Office Bearers will be Chairperson, Secretary, Treasurer and such others as maybe required. The office bearers will be elected by the Parent Council at the AGM. The Head Teacher is not an Office Bearer. The Head teacher is an advisor to the Parent Council.

### 4. General Meetings

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

The business shall include:

- a) the work of the Parent Council

- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) election of members to serve on the Parent Council
- e) discussion of issues that members of the Parent Forum

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.

## **5. Regular Meetings**

The Parent Council will meet at least once in every school term, with members of the Parent Forum being advised of meeting dates, in advance. 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 their representative may attend.

Similarly, to Annual General Meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting. With the Chair having a casting vote, in the event of a tie.

## **6. Finance**

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 members.

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.

## **7. Attendance**

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.

## **8. 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.