

1. This is the Constitution of Bonnyrigg Primary School Parent Council
2. The objectives of our 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, all its parents and wider community.
 - 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.
3. The membership will be a minimum of three parents of children attending the school with no maximum.
4. The Parent Council will be selected for a period of one year after which they may put themselves forward for re-selection. All the parents at school can take part in the selection by attending the Parent Council AGM and casting their vote.
5. The Parent Council may have co-opted members to assist it with carrying out its functions. Co-opted members can include teaching and support staff in the school. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of one year, after this the co-opted members can put themselves forward for another year if they wish.
6. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office Bearers will be re-selected by the Parent Council on an annual basis.

The Parent Council will be chaired by a parent of a child attending Bonnyrigg Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
7. The Parent Council is accountable to the Parent Forum for Bonnyrigg Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

If any members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council will inform them of the next meeting date. Any issues regarding teachers, classes, curriculum, etc. should be dealt with by the School only. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and at the same time, circulate a notice of the matter or matters to be discussed at the meeting.
8. The Annual Meeting will be held in June 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 of the work of the Parent Council and its Committee
- ✓ Selection of the new Parent Council
- ✓ Discussion of issues that members of the Parent Forum may wish to raise
- ✓ Approval of accounts and appointment of the auditor/accountant

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

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

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.

10. Copies of the minutes of all meetings will be available to all parents of children at Bonnyrigg Primary School and to all teachers at the School. Copies will be available from the Secretary of the Parent Council.

11. Meetings of the Parent Council will 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 Headteacher or Deputy Headteacher can attend.

12. The Treasurer will open a bank account in the name of the Parent Council for all Parent Council funds. (Bonnyrigg Primary School Parent Council). Withdrawals will require the signatures of the Treasurer and one other Parent Council member who is registered with the bank as a signatory.

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 Annual Meeting. The Parent Council accounts will be audited by the auditor appointed by the Parent Council.

The Parent Council is responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

13. The Parent Council may change its Constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond.

14. Should the Parent Council cease to exist any remaining funds will be passed to the Head Teacher of Bonnyrigg Primary School.

Further information:

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