

Glendale Primary School Parent Council Constitution - December 2021

This is the constitution for Glendale Primary School.

1. Objectives

The Parent Council will:

- a. Support the work of the school
- b. Promote partnership between the school, parents, pupils, and the wider community
- c. Represent the views of parents on educational and other matters
- d. Establish strong links with local early years establishments and secondary schools
- e. Support transitions at all stages

2. Membership

The Parent Council shall have a minimum membership of three (3) parents which will be the Office Bearers – Chair, Secretary and Treasurer. The maximum number of parent members shall be 16.

3. Term of Membership

The Parent Council members will be selected for a period of two (2) years, after which they may put themselves forward for re-selection if they wish. Parents can request to join the Parent Council at any time providing there are places available. Anyone joining out with the AGM will serve for the remainder of the two (2) year term. The Secretary will keep an accurate record of terms of membership.

Year group representation will be prioritised to have two (2) parents per year group and thereafter names will be drawn from the hat for remaining places. Parents not selected will be held in reserve for any vacancies which arise during the two (2) year term.

4. Office Bearers

The Chair, Secretary and Treasurer will be agreed by the Parent Council members immediately following its formation which will normally be at the first meeting held after the AGM. The Parent Council must be chaired by a parent. Where possible, all officer bearer roles should be held by parents.

Office bearers will be decided by closed voting where more than one person shows interest in the role. The Parent Council can decide to appoint a Clerk to provide administrative support using funds provided by the local authority.

The Chair will a) guide the Parent Council to achieve its aims and b) Chair the meetings of the Parent Council.

The Secretary plays an important role in supporting communication between Parent Council members themselves and between the Parent Forum and the Parent Council. The Secretary will keep an accurate record of term of membership and meetings of all meetings.

The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money. The Treasurer will provide a summary at each Parent Council meeting and a full account at the AGM.

Note: Further role descriptions available in Appendix A

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5. Sub-groups

The Parent Council may create sub-groups to deal with subjects it considers important. These sub-groups may be permanent or time restricted as required.

- a. All sub-groups report to the Parent Council on their activities and ultimately are subject to the Parent Council authority.
- b. The membership of any sub-group will be a minimum of three (3) members of the Parent Forum, with no maximum number. These sub-groups must include at least one (1) member of the Parent Council and may include non-members of the Parent Forum co-opted with the approval of the Parent Council.
- c. The chair of the sub-group can be a non-member of the Parent Forum.

6. Co-opted Members

The Parent Council may invite up to five (5) additional members to assist with carrying out its work. Invited members will be invited to serve for one (1) year. Invited members can be drawn from any source deemed appropriate by the Parent Council including, but not limited to:

- a. Teaching and support staff in the school
- b. Members of the wider local community and people with specific expertise that the Parent Council considers to be of value in its work

The Head Teacher has a right and a duty to attend Parent Council meetings or to be represented.

7. Voting

Members of the parent council must be present at the meeting to vote on any matters. For a decision to be carried there must be a majority from those in attendance.

All members have one vote with the Chair having the deciding vote in the event of a tie.

Co-opted members have a vote providing there is no conflict of interest.

The Head Teacher does not have a vote.

Office Bearers will be voted on by members of the Parent Council.

8. AGM, Meetings and Minutes

The Annual General Meeting of the Parent Council will be in the Autumn term each year. A notice of the meeting, including date, time and place will be sent to all members of the Parent Forum at least one week in advance. The meeting will include:

- a. A report on the work of the Parent Council
- b. The selection of new parent members to fill any vacancies on the Parent Council
- c. The discussion of issues that the Parent Forum may wish to raise
- d. The approval of the accounts of the Parent Council

The Parent Council will meet at least once every school term but preferably monthly.

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Copies of the minutes of all meetings of the Parent Council will be provided for the Parent Forum electronically on the school website, on the Parent Council Facebook page, via year-group WhatsApp Groups or in paper format on request.

Meetings of the Parent Council shall be open to the public. Should the Parent Council be discussing an issue which it considers confidential, the meeting will only be open to members of the Parent Council and the Head Teacher, or their representative. Anyone in attendance will only contribute to the meeting at the discretion of the chair.

9. Special Meetings and EGM

If ten (10) members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council remit, the Parent Council shall arrange this. The Parent Council will give all parents at least two weeks' notice of the meeting and at the same time, circulate notice of the matter to be discussed.

10. Conduct

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 shall be terminated if most of the parent members agree. Termination of membership would be confirmed in writing to the member. If any member fails to attend three consecutive meetings without explanation their membership will be terminated, and this will be confirmed in writing by the Parent Council.

11. Parent Council Funds

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary at each Parent Council meeting and a full account at the AGM. Withdrawals will require the signature of the Treasurer and one other Office Bearer. The accounts will be audited annually prior to the AGM. The Parent Council will be responsible for ensuring that all funds are used to support the objectives of the Parent Council.

12. Changing the Constitution and Dissolution of the Parent Council

The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any amendment and shall be given reasonable time to respond to the proposal.

Should the Parent Council cease to exist, any remaining funds will be passed to the Schools to be used for the benefit of children.

Glossary of Terms:

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| Parent | The term parent includes legal guardian and any person who has parental responsibilities in relation to, or has the care of, a pupil who attends Glendale Primary School |
| Parent Forum | All parents in the school |
| Parent Council | A group that is selected to work on behalf of all parents |

Appendix A: Office Bearer Role Descriptions

Scottish Government Advice and Guidance (<https://www.gov.scot/publications/parent-council-welcome-pack/pages/8/>):

Roles of office bearers

Your Parent Council may choose to have office bearers to help to organise how you work and to carry out some of the tasks that need to be done in order to run smoothly. Some parent groups have joint office bearers who work together and share out some of the tasks. Here are some of the common roles in groups and some of their possible tasks.

The Chairperson

The Parent Council should always be chaired by a member of the Parent Forum. The success of a meeting can depend upon how it is chaired but remember, the Chairperson is the person who makes sure things get done; not the person who does everything.

There are two basic jobs the Chairperson should do:

- a) Guide the Parent Council to achieve its aims
- b) Chair the meetings of the Parent Council

Some of the duties of the Chairperson are as follows:

- Liaise with the Secretary/Clerk on the agenda and meeting arrangements.
- Welcome members and introduce guests.
- Ensure fair discussion and that everyone gets a chance to have their say.
- Stop anyone taking over or dominating discussions.
- Get through the agenda on time.
- Sum up issues, points and decisions.
- Ensure decisions are carried out.
- Work with the Treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting.

The Secretary

The Secretary plays an important role in supporting communication between Parent Council members themselves and between the Parent Forum and the Parent Council. It is important that the Parent Council agrees how members of the Parent Forum can get in touch with the Secretary and that these arrangements are well publicised so that all parents know how to make contact.

Some of the duties of the Secretary are to:

- Make arrangements for meetings and prepare an agenda in consultation with the Chairperson.
- Send a notice of the meeting, venue and agenda to all Parent Council members so that they will receive them in good time for the meeting. Agendas should be sent out for all meetings even if they are held at the same time and place each month.
- Keep a record of everyone attending the meeting and any apologies for absence.
- Let Parent Council members know about all correspondence received and report any action taken since last meeting.

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- Take a minute of meetings, recording decisions and actions to be taken and by whom. This can be a task that is shared amongst members of the Parent Council to allow the Secretary to participate in discussions.
- Provide minutes for all Parent Council members prior to or at meetings.

The Clerk

Your Parent Council may have a Clerk appointed who will undertake all or some of the tasks of the Secretary. If the Clerk is not a member of the Parent Council they can be paid either by the Parent Council, or by the local authority. Your local authority can help in the appointment of a Clerk if this is what you decide.

The Treasurer

Every Parent Council that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out of the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

The tasks of the Treasurer include:

- Having a clear and accurate book-keeping system that records any money received and how the money is spent.
- Maintaining the bank account. It is good financial practice to require two out of three of the Officers' signatures on cheques to allow any money to be withdrawn or spent.
- Producing a report for each meeting stating money paid into, or out of, the account since the last meeting.
- Advise on the amount of money available for the group's work and warn of excess expenditure.
- Prior to the Parent Council Annual General Meeting (AGM) the Treasurer should arrange for the year's accounts to be independently checked (audited) and agreed with the Chair. The Treasurer should present the audited financial statement at the AGM and answer any questions on the accounts.

Sub-groups

It may be useful to have some sub-groups of the Parent Council to carry out some specific tasks. If you are setting up sub-groups these should be given a clear remit with someone taking responsibility for organising the group and reporting back to the Parent Council.

Some of the tasks you may consider allocating to sub-groups might include:

- Organising fundraising
- Planning social events for parents, children and staff
- Communicating with parents which might include a newsletter
- Working with staff on new approaches to learning and teaching and how parents can be involved
- Links with the community.