

Goodlyburn Primary School Parent Council Constitution

1. Name

The Parent Council shall be known as the Goodlyburn Primary School Parent Council.

2. Aims

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of all pupils
- d) Engaging in activities which support and advance the education of all pupils attending the school

3. 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 the Parent Forum.

4. Membership

The membership of the Parent Council consists of parents/carers of children attending Goodlyburn Primary School as selected by the Parent Forum [parents/carers] on a yearly basis.

The Parent Council shall be chaired by a parent/carer of a child attending Goodlyburn Primary School.

The Parent Council will consist of a minimum of 4 members with no limit on the number of parents that can join the committee. The Parent Council may co-opt members, subject to the number of co-opted members not exceeding 50% of the total number of ordinary members and office bearers of the Parent Council.

5. General Meetings

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting and a request for items for the agenda shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:-

- a) the work of the Parent Council (often as reports from the Chair and the Treasurer)

- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) election of members to serve on the Parent Council

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of 5 members of the parent forum.

The Parent Council or at least 5% of the Parent Forum shall have the power to call an Extraordinary General Meeting.

6. Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice/Co-chair, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Council at the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to any number of persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Each parent/carer member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a member of the Parent Forum and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes. Minutes shall be sent out to the Parent Forum within 2 weeks of all meetings and shall make these available upon request to any member of the Parent Forum.

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. Any office bearer wishing to retire during the year shall submit their resignation in writing to the chair.

Rights of access to any accounts and information relating to the work of the PC will be removed immediately upon any member of the committee leaving/being removed from their role.

All Parent Council members shall act in accordance with the Code of Conduct.

7. Ordinary Meetings

Meetings of the Parent Council shall be held as required but at least once per term. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent at least 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all ordinary meetings of the Parent Council, 3 members shall form a quorum. Ordinary meetings are open to members of the Parent Forum although they will not have voting rights.

The Parent Council have the right to hold additional meetings for the office bearers & committee members only, at any time.

8. 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. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance four weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Council.

The Treasurer should report on finances at every meeting.

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

9. Changes to the Constitution

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present.

10. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to Goodlyburn Primary School and must be used to advance the education of pupils at the school.

