

**Abernethy Primary Parent Council
Constitution
November 2018**

This is the Constitution for Abernethy Primary Parent Council (the Council).

1 – Objectives

The objectives of the Council are:

- To promote partnership between the school, its pupils and all its parents within a welcoming environment.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents or carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To raise funds and apply for and receive grants and accept gifts on behalf of the school.

2 – Membership

The membership of the Council will be:

- A minimum of 8 and a maximum of 16 parents or carers of children attending the school, ideally representing each class, including nursery.
- The Head Teacher and at least 1 staff representative.
- Up to 7 co-opted members to assist the Council with carrying out its functions.
- A quorum at any meeting shall be 4 members - of which one must be an office bearer and one must be a staff member.

3 – Office Bearers

The Chairperson, Vice-chairperson, Secretary and Treasurer will be voted in at the yearly Annual General Meeting (AGM) and will hold those positions for a year until the next AGM unless otherwise agreed by the Council.

Office Bearers will ideally serve a minimum term of 1 year and a maximum of 3 years unless otherwise agreed by the Council.

4 – Members

Any parents of a child at the school can volunteer to be a member of the Council. Council members would not need to commit to a number of years in advance although ideally they would typically serve for 3 years.

Members of the Council will be agreed at the AGM. If numbers of the Parent Council drop below 8 then additional members can be elected throughout the year.

5 – Accountability

The Council is accountable to the Parent Forum for Abernethy Primary School and will make a report to the Forum at least once each year on its activities on behalf of all parents.

If 30% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the 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.

6 – Annual General Meeting (AGM)

The AGM will be held in the Autumn term 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 two weeks in advance.

The meeting will include:

- a report on the work of the Council and its committee
- the selection of the new Council for the year ahead
- discussion of issues that members of the Forum may wish to raise
- approval of the yearly accounts

- election/re-election of office bearers

7 – Meetings

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

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

Any 3 members of the Parent Council can request that additional meetings be held, and all members of the Parent Council will be given at least two weeks notice of date, time and place of the meeting.

Copies of the minutes of all meetings will be available to all parents of children at Abernethy Primary School and to all teachers at the school.

Meetings of the Council shall be open to the public, unless the Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Council and the Head Teacher, or his or her representative, can attend.

8 – Finance

The Treasurer will open and maintain a bank or building society account in the name of the Council for all Council funds.

Withdrawals will require the signature of the Treasurer and one other Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Council meeting and a full account for the AGM.

The Council accounts will be audited by a suitably qualified person independent of the members of the Council on a yearly basis.

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

Should the Council cease to exist, any remaining funds from the Parent Council budget received from PKC will be passed to the education

authority to be used for the benefit of the school, (or schools), where this continues.

9 – The Constitution

The Council constitution is to be made available to new members at the AGM. The constitution is to be reviewed and agreed annually.