

Parents as Partners in South Lanarkshire

Kirklandpark Primary School

Parent Council Constitution

**Approved by the
Parent Forum on May 2007**

This is the constitution for Kirklandpark Primary School Parent Council

1. Objectives of the Parent Council

1. 1 The objectives 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.
- Engage with the community in general
- To support the ethos of the school
- To disseminate good practice

2. Membership of the Parent Council

2. 1 The membership will be a minimum of 5 (FIVE) parents of children attending the school.

2.2 The maximum size is 15 (FIFTEEN).

2.3 Any member of the *Parent Forum* can volunteer to be a member of the *Parent Council*. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by nomination and voting.

3. Co-option

3. 1 A Parent Council may co-opt up to 4 (FOUR) members who are not members of the Parent Forum to assist it with carrying out its functions. This will include 1 (ONE) staff member.

3. 2 The number of parent members on the Parent Council must always be greater than co-opted members.

The Parent Council will extend an invitation to the local councillors to attend meetings but he/she will not be a formal representative of the Parent Council.

4. Period of Tenure on Parent Forum

- 4. 1 The Parent Council will be selected for a period of up to a minimum of 3 (THREE) years.
- 4. 2 After which parents may put themselves forward for re-selection if they wish provided their child is still at the school.
- 4. 3 Co-opted members will be invited to serve for a period of up to 3 (THREE) years after which time the Parent Council will review and consider requirements for co-opted membership.
- 4. 4 Parents will have 4 (FOUR) weeks to select their representatives if a vacancy arises.

Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.

5. Selection of Chair/Postholders

- 5.1 The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation and each office will be held for a *minimum* of 1 (ONE) year and a *maximum* of 3 (THREE) years.
- 5.2 Office bearers will be re-selected by the Parent Council on an annual basis

6. Reporting/Meeting Arrangements

- 6. 1 The Parent Council is accountable to the Parent Forum for Kirklandpark Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
- 6. 2 If 10 (TEN) members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 (TWO) weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 6. 4 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.
- 6. 5 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 2 (TWO) week's notice of date, time and place of the meeting.
- 6. 6 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 would be confirmed in writing by the Chair or designated representative to the member.

7. Minutes/Procedures of Meetings

7. 1 Copies of the minutes of all meetings will be available to all parents of children at Kirklandpark Primary School and to all teachers/staff at the school via posting of the minutes at the school office within a reasonable time after each meeting and on the school's website.
7. 2 The public are welcome to attend meetings of the Parent Council by prior arrangement, 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 his or her representative, can attend.

8. Funds

8. 1 The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
8. 2 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 on an annual basis at the end of each school year. The Parent Council's accounts will be audited, if required, by an auditor appointed by the Parent Council.
8. 3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
8. 4 Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school, where this continues.

9. Changes to the Constitution

9. 1 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 amendment and given reasonable time to respond to the proposal.

A copy of this constitution will be sent the local education authority along with a list of Parent Council members.