

CONSTITUTION OF THE HILLHEAD PRIMARY PARENT COUNCIL

Name: Hillhead Primary Parent Council

Aims:

- To promote partnership between the school, its pupils and all its parents/carers
- To develop and engage in activities which support and advance the education and welfare of pupils
- To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils
- To promote parental or carers' involvement in their child's education and learning
- To enable parents/carers to share ideas, interests and skills for the benefit of the school

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.

Parent Council Membership

The membership consists of parents/carers of children attending Hillhead Primary School as selected by the Parent Forum. External members can be asked to join the Parent Council as long as they are never in the majority. The minimum membership is five and the upper limit is 25 parents/carers of children attending the school.

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.

Any parent/carer of a child attending the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the Council, Council members will be selected for a one year period by drawing lots. Ideally there will be at least one representative parent/carer from each year group. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group set up by the Parent Council or become involved in other ways as appropriate.

The Office Bearers will be the Chairperson, Secretary and Treasurer and such others as may be required. The office bearers will be elected by the Parent Council either at the AGM or at the first meeting thereafter. The Secretary will be responsible for keeping accurate minutes of all meetings and these will be available to any member of the Parent Forum.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election. The Parent Council may also co-opt members to assist with carrying out its function. These

members will be co-opted from the school staff and/or the local community or community representatives. The number of parent members on the Parent Council must always be greater than co-opted members.

Where voting is required, each member of the Parent Council will have one vote and resolutions will be passed by a simple majority vote of those present. The Chairperson will have a casting vote which is used only in the event of a tie.

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.

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

The opportunity will exist for (a) representative(s) of the Pupil Council to attend a meeting of the Parent Council at any time.

General meetings

The Annual General Meeting (AGM) shall be held in September / October each year. The notice calling the meeting including date, time and place shall be sent to the Parent Forum at least 10 days in advance.

The business shall include:

- A report on the work of the Parent Council and its committees
- Selection of members to serve on the Parent Council
- The approval of accounts and appointment of individual to review accounts (if required)
- Any issues for discussion submitted by the Parent Forum

At all general meetings, voting shall be on the basis of one vote per parent present at the meeting.

At all general meetings, the quorum shall consist of 15.

The Parent Council or 20 members of the Parent Forum shall have power to call an Extraordinary General Meeting to discuss issues falling within the Council's remit. The Council shall give all Parent Forum members 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.

Meetings

Meetings of the Parent Council will be held as required. At all meetings of the Parent Council, a third of members shall form a quorum.

All Parent Council meetings are open and any member of the Parent Forum may attend although they will not have voting rights if a vote is required.

Finance

The funds of the Parent Council will 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.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance in advance of the AGM and the accounts reviewed in time for presentation at the AGM By the individual appointed at the previous AGM by the Parent Forum.

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.

Communication with Parent Forum

The Parent Council is accountable to the Parent Forum of Hillhead Primary School and will make a report to it at least once each year on its activities on behalf of all the parents/carers. All parents/carers will be invited to the AGM which will allow them to review the work of the Parent Council and its operation, plan ahead and agree priorities.

The Parent Council will also ensure regular communication throughout the year with the Parent Forum on activities being undertaken to meet its aims. The Council will also be clear about communication channels through which members of the Parent Forum can contact the Parent Council on issues relating to its aims.

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 those present.

Dissolution

In the event that the Parent Council ceases to exist, any remaining funds should be distributed for the benefit of the children at the school.