



**This is the constitution for Alehousewells Primary School Parent Council (herein referred to as the “Parent Council”).**

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006, which details the functions required of the Parent Council and which are more fully explained in the Guidance to the Act. This constitution should be interpreted in conjunction with the Act and the Guidance with the understanding that where there is conflict it is the provisions of the Act that will take precedence.

Throughout this document the term “Parent” shall be taken to mean parent, carer or Guardian of a pupil in attendance at Alehousewells Primary School.

Every Parent of a pupil in attendance at Alehousewells Primary School is a member of the Parent Forum.

## **1 Aim and purpose**

The aims and purpose of the Parent Council are:

- To work in partnership with the School to create a welcoming environment that 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, including providing or assisting in the provision of facilities to enhance education at the School
- 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
- To participate in the appointment of senior staff at the School.

## **2 Membership**

The membership of the Parent Council shall be made up of **parent members from the Parent Forum** and **co-opted members**. Any parent of a child at the School may volunteer to be a member of the Parent Council. The **Head Teacher of the School**, whilst not a member of the Parent Council, has a right and a duty to attend or be represented by a member of teaching staff at Parent Council meetings.

**The Parent Council shall consist of at least four parents of pupils attending School.** The maximum number of parent members will be 12. Best endeavours will be made to ensure that within this number there is a **parent representative from each class of the School**, including the Nursery.

## **3 Appointment of Members**

Appointment of Members will take place at the **Annual General Meeting**.

Parent Council members will be selected for the **period up to the next Annual General Meeting**, after which they may put themselves forward for re-selection if they wish. Any other member of the Parent Forum may be part of any sub-groups set up by the Parent Council.



- **If there are more than 12 volunteers** for the Parent Council, the first selection criteria will be to fill the positions by ensuring one representative from each class. Therefore, a parent will be automatically appointed if they represent a class that has no representative. The remaining places will be determined by the drawing of lots.
- **Where there are fewer than 12 volunteers**, all will automatically be appointed. Vacancies may be filled at any time after the Annual General Meeting should further volunteers come forward. In seeking to fill vacancies the Parent Council will be mindful to balance representation of the stages.

The Parent Council may **co-opt non-parent members** to assist it with carrying out its functions. At no time shall the number of co-opted members exceed one third of the total Parent Council membership. Best endeavours will be made to ensure that co-opted members include teaching staff from the School and, if numbers allow, non-teaching support staff. **Co-opted members will be invited to serve for the period until the next Annual General Meeting**, after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council can choose to **invite others to participate** in its proceedings. This may include the Local Councillors in whose wards the School's catchment area falls and a representative from other Parent Councils in the school cluster. **Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.**

#### 4 Office Bearers

At the first meeting of the Parent Council, following its formation, the **Parent Council members will appoint Office Bearers positions - Chair, Vice Chair, Treasurer and Secretary.** The Parent Council, if it so wishes, may pay for the services of a clerk to cover the Secretary and/or Treasurer roles.

**Office Bearers will be re-selected by the Parent Council on an annual basis** at its first meeting following the Annual General Meeting of the Parent Forum. Office bearers **may not serve in the same position for more than three consecutive years** to encourage diversity and involvement in school affairs.

**A parent of a pupil attending School must chair the Parent Council.** If the child ceases to be a pupil, the Vice Chair will fill the role until a new chair is agreed at the next meeting.

#### 5 Annual General Meeting

**The Parent Council is accountable to the Parent Forum of School** and will make a report to it at least once each year on the activities it has carried out on behalf of all of the parents. This shall be done at an Annual General Meeting (AGM) which will be held in the first term of the school year, at a time of the Parent Council's choosing.

A notice of the meeting will be sent to all members of the Parent Forum – to include date, time, and place - **at least two weeks in advance** of the meeting.

The AGM will include:

- A report on the work of the Parent Council and its subcommittee(s)
- Selection of the new Parent Council

- Identification of issues that members of the Parent Forum may wish the Parent Council to pursue
- Financial report and appointment of the auditor for approval of the accounts to be submitted to the charities regulator.

**The outgoing Parent Council Chair will chair the AGM.**

In the event of a vote being required on any issue before the meeting, all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie.

## 6 General Meetings

**The Parent Council will meet at least once in every school term. A minimum of four parent members of the Council must be present** at the meeting to be quorate. There will be a requirement to reschedule meetings where the quorate is not met.

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

**Members of the Parent Forum** who may be in attendance at General Meetings, **are not allowed to vote on any matters before the Parent Council** but will be allowed to freely participate in Parent Council discussions.

It is the Chair's responsibility to keep the meeting to its agenda and schedule, and to ensure the Parent Council is fulfilling its aims and objectives (see above).

The Chair may use his or her judgement to ask participants to stop the discussion on any particular topic. Should this occur, the minutes of the meeting would record this, along with the reason why the discussion was stopped. The Parent Council will decide whether to reconvene on that particular topic at a future date.

**Meetings of the Parent Council shall be open to the public**, unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.

Members of the Public who may be in attendance, may be invited to speak by the Chair, or may ask the Chair if they can contribute, but cannot freely participate in the meeting and will not be entitled to vote on any matter before the Parent Council. At the start of every meeting, the Chair will explain this to them.

**To convene additional meetings, two parent members of the Parent Council must put a request to the chair in writing.** Every member of the Parent Council will be given at least one week's notice of the date, time and place of the meeting, and the reason for the meeting being called.

## 7 Special General Meeting

If 12 members of the Parent Forum request a **special general meeting** to discuss issues falling within the Parent Council's remit, the Parent Council will arrange this.

The Parent Council will give all members of the Parent Forum at least two weeks' notice of any such meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

## 8 Minutes of Meetings

Copies of the minutes of all Parent Council meetings will be made available to all parents of pupils and teachers at the School. There may be occasions when Parent Council meetings take place in confidence, and the minutes of such meetings may be withheld. A clear explanation will be given in this case, outlining the reasons why and when these minutes will be released. These minutes will be held at the School Office.

## 9 Parent Council Finances

The Treasurer will be responsible for funds held within a bank or building society account in the name of the Parent Council. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

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 for the AGM. **The financial year-end will be 01 July.** The financial year-end can be changed if members of the Parent Council agree this.

**An auditor who has been appointed at the previous AGM** will audit the Parent Council accounts. The Treasurer will ensure that any obligations with respect to financial records and reports are met in full.

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

## 10 Termination of Membership

Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology then the member will be deemed to have retired from the Parent Council.

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 will be confirmed in writing to the member.

## 11 Changing the Constitution

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Aberdeenshire Council will be notified of any changes to the constitution in writing.

All members of the Parent Forum will be informed of any proposed amendment and given a reasonable time to respond to the proposal. At least two weeks is considered a reasonable time period to respond.

The proposal shall be accepted if a majority of those who respond within the given time agree.



## **12 Dissolution of the Parent Council**

Should the Parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of the pupils, where this continues.

## **13 Subcommittees**

The Parent Council may set up any number of subcommittees for specific purposes, for example, to organise the bikeability sessions or to arrange fund-raising events such as school discos. Where it does so, the Parent Council shall provide a written remit for the subcommittee.

As a minimum, the remit will set out:

- The purpose for which the subcommittee has been created
- The membership of the subcommittee
- The powers of the subcommittee
- How the subcommittee shall link with the Parent Council

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