

FOREHILL PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

1. This is the constitution for Forehill Primary Parent Council.
2. 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/carers and offers opportunities for social contact
 - To promote partnership between the school, its pupils and all its parents/carers and to enhance all relationships
 - To develop and engage in activities which support the education and welfare of the pupils
 - To engage in fundraising activities for the benefit of all pupils in the school
 - To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education of the pupils
3. The membership will be a minimum of ten parents/carers of children attending the school hopefully having a representative from each class. There is no maximum and the quorum should be five parents/carers.
4. The Parent Council will be selected for a period of one year after which they may put themselves forward for reselection if they wish. Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. Office Bearers will be selected by volunteering at the Annual General Meeting (AGM) in May at the start of the school session. Parents/carers will have two weeks notice of the AGM meeting.
5. Two thirds of the Parent Council will be made up of Parent Forum members and one third of the membership be reserved for other co-opted members including teaching and support staff within the school and Councillors. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.
6. The Chair, Vice Chair, Secretary, Treasurer and Fundraising Convener will be agreed by the Parent Forum members immediately following its formation by means of volunteers and voting. Office bearers will be reselected by the Parent Forum on an annual basis at the AGM, with the option to re-stand each year. The Parent Council will be chaired by a parent/carer of a child attending Forehill Primary School. If the child ceases to be a pupil, the Vice Chair will take up duties until a new Chair is appointed at the AGM.
7. The Parent Council is accountable to the Parent Forum for Forehill Primary School and will make a report to it at least once a year on its activities on behalf of all parents/carers. If 10% of 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 one weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
8. The AGM will be held in May of each year. A notice of the meeting including the date, time and place will be sent to all members of the Parent Forum at least two weeks in advance.

9. The meeting will include:

- A report on the work of the Parent Council and its committee(s)
- Selection of the new Parent Council and Office Bearers
- A discussion of issues that members of the Parent Forum may wish to raise
- Appointment of the auditor

10. The Parent Council will meet at least once in every school term. Items for the agenda could include:

- Calendar of proposed events
- Reports from the Head Teacher
- Communications in and out
- Up and coming fundraiser events
- Treasurers update
- Main discussion topic
- Any other competent business (AOCB)

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. 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 one week's notice of the date, time and place of the meeting. If a 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 the Parent members agree. Termination of membership would be confirmed in writing to the member.

11. Copies of the minutes of all meetings will be available to all parents/carers of children at Forehill Primary School and to all the teachers at the school. Copies will be available from the Secretary to the Parent Council, from the school office and on the school website.

12. Meetings of the Parent Council shall be open to the public, 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 Head Teacher, or his or her representative, can attend.

13. 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 Office Bearer. 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 auditor appointed by the Parent Council will audit the Parent Council accounts. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

14. 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 amendments and given one week to respond to the proposal.

15. 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.

16. The Parent Council, which includes the Fundraising Group, has the powers to accept grants, donations and legacies of all kinds and to accept any reasonable conditions attaching to them.