

## **Williamston Primary School Parent Council Constitution**

- 1 " Williamston Primary School" Parent Council Constitution
- 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
  - promote partnership between the school, its pupils and all its parents
  - develop and engage in activities which support the education and welfare of the pupils
  - 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.
- 3 Council membership will be a minimum of four parents and a maximum of ten parents of children attending the school. The Head Teacher of the school, or his or her deputy, will attend Council meetings.
- 4 Members of the Council will be selected for a period of two years after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection.
- 5 Members of the first Council will be selected at an open meeting to be held in June 2007. Subsequently, parents will have two weeks to put their names forward by email, or by post or in person, for selection at an annual general meeting to be held in September each year.
- 6 Any parents of a child at 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 set out in the constitution, members will be selected by drawing names at random. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.
- 7 The Parent Council may co-opt up to four persons, being any combination of teachers, other school staff and members of the community, to assist it with carrying out its functions.
- 8 Co-opted members will be invited to serve for any period of up to a maximum of two years at the discretion of the members of the Parent Council, after which time the Parent Council will review requirements for co-opted membership.
- 9 The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council at its first meeting (anticipated to be in August 2007). The positions of Chair and Vice Chair must be filled by parent members of the Council. The positions of Secretary and Treasurer may each be filled by either a parent or co-opted member of the Council.
- 10 Office bearers will be re-selected by the Parent Council on an annual basis at the first Council meeting following the annual meeting.
- 11 The Parent Council is accountable to the Parent Forum for Williamston Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

- 12 If a minimum of 35 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 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 13 The Annual Meeting will be held in September 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 2 weeks in advance. The meeting will include:
  - a report on the work of the Parent Council and its committee(s)
  - selection of the new Parent Council
  - discussion of issues that members of the Parent Forum may wish to raise
  - approval of the accounts and appointment of the auditor if funds are administered by the Council
  - a report by the Head Teacher
- 14 The Parent Council will meet at least twice in every school term.
- 15 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.
- 16 Any two of the office bearers 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 date, time and place of the meeting.
- 17 Copies of the minutes of all meetings will be available to all parents of children at the school and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
- 18 Meetings of the Parent Council shall be open to any member of the Parent Forum, 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. Members of the Parent Forum attending a meeting of the Council may raise and discuss an agenda item at the discretion of the Chair.
- 19 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.
- 20 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 Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
- 21 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 22 The Parent Council may change its constitution after obtaining consent from the majority of those members of the Parent Forum voting. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
- 23 Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.