

Kinellar School Parent Council Constitution

This is the constitution for Kinellar School Parent Council (herein referred to as 'The Parent Council')

For the purpose of this document 'Parent Forum' or 'Parents' refers to all parents, carers and / or guardians of pupils at the school. 'The wider community' includes the local community and beyond.

1. Aims and objectives of the Parent Council

- Encourage positive, worthwhile and lasting relationships between the school, its pupils, the parent forum and the wider community.
- Create opportunities for the parent forum to support the aims, values and ethos of the school.
- Initiate, develop and promote activities which the parent forum can participate, to support the education and welfare of the pupils.
- Identify and represent the views of the parent forum on the education provided by the school and any other matters affecting the education and welfare of the pupils.
- To participate in the appointment of senior staff for the school.

2. Parent Council Membership

All members of the Parent Forum are eligible for membership of the Parent Council. Members of the Parent Council will be elected at the Annual General Meeting to be held in September of each respective year. The number of members in the Parent Council will be a minimum of 6 and a maximum of 14.

Parent Forum members who wish to be a member of the Parent Council must self-nominate himself or herself as a candidate at the time of the AGM and be seconded by another Parent Forum member.

If 12 or fewer Parent Forum candidates come forward they will be automatically elected. If there are more than 12, membership will be determined by the drawing of lots (*by the Head Teacher*).

Unsuccessful candidates will be seconded to the Parent Council during that year should they wish to assist with suitable projects.

Membership of the council should comprise of parents representing a cross section of all age groups at the school:

- Nursery / P1 / P2 = minimum 4 members
- P3 / P4 = minimum 3 members
- P5 / P6 = minimum 3 members

P7 = minimum 2 members

During the year, if the Parent Council requires additional members, suitable candidates from the Parent Forum will be elected at a meeting of the Parent Council with precedence given to parents with children in the age group requiring representation.

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3. Office Bearers

The Parent Council will have the following office bearers:

- Chairperson. The main responsibilities of the Chairperson are to ensure the smooth running of Parent Council meetings and is the spokesperson for the group and liaises with the headteacher, school and local authority.
- Vice Chairperson. The main responsibilities of the Vice Chairperson are to support the Chairperson to ensure the smooth running of the Parent Council and to maintain effective communication with all relevant parties.
- Treasurer. The main responsibilities of the Treasurer include keeping accurate financial records and ensuring the proper counting and banking of money and making approved payments.

Office bearers will be elected at the AGM. Elected council members will self-nominate for the positions available. The remaining elected council members will then vote for the candidates by secret ballot.

The length of service for office bearers will be a minimum of 2 years.

The length of service for ordinary members will be a minimum of 1 year.

Office bearers may volunteer for further terms at the AGM.

The Parent Council may appoint a clerk at the AGM. The clerk does not have to be a member of the parent forum. The clerk will not have voting rights.

It should be noted that whilst not a member of the Parent Council the Head Teacher has a right and duty to attend or be represented at the Parent Council meetings.

4. Co-opted Members and Invited Participants

In addition to the 14 Parent Council members, the Parent Council may co-opt up to 4 non-parent members to assist with its functions.

- Members who represent the teaching and / or non-teaching school support staff, who will attend meetings in rotation.
- Members who represent the Kinellar School area community.

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Co-opted members have voting rights, but the number of co-opted members present must not exceed Parent Forum Council Members at any Parent Council meeting where voting takes place. If a council member cannot attend such a meeting another council member may cast a proxy vote on their behalf, or they can inform the Chairperson in advance of the meeting what their choice is.

Anyone who the Parent Council considers appropriate or has suitable expertise can participate in meetings to assist them in their functions and deliberations. Invited participants will not have voting rights.

(Participants may include local councillors / community council representatives / Police liaison officers / community liaison / members of the school pupil council / financial advisors)

5. Resignation from the Parent Council

If a member of the Parent Council intends to resign, sufficient notice in advance of their resignation at a Parent Council meeting must be given, so that relevant business can be discussed and a suitable handover of responsibilities arranged.

If an Office Bearer of the Parent Council intends to resign sufficient notice in advance of their resignation at a Parent Council meeting must be given. Ordinary members of the Parent Council will be invited to self-nominate for the Office Bearer position. If there is more than one member who has self-nominated then the remaining members will vote for the candidates by secret ballot.

6. Meetings

Meetings will be held at least once per term with a minimum of a week's notice given prior to an ordinary meeting. Two weeks' notice will be given for the AGM.

Annual General Meeting (AGM)

The Parent Council will produce an annual report on its activities prior to the AGM that will be distributed to existing members of the Parent Forum and if possible the parents of children who will be attending the school in the forthcoming term after summer break (including the nursery).

At the AGM the following activities will take place;

- Review of the annual report.
- Selection of the parent council for the coming year.
- Discussion of any topics raised by the parent forum.
- Approval of the year end accounts and the appointment of an auditor for the coming year.

Ordinary Meetings

The minimum amount of Parent Forum Council Members required at an ordinary meeting will be 3.

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Any member of the parent forum may attend a parent council meeting.

At each meeting, after the formal agenda, members of the parent forum will be given the opportunity to present topics for consideration by the council and their possible addition to the agenda of the next meeting. If more immediate action is required, an extraordinary meeting may be called.

Any 2 members of the council can suggest that an extraordinary meeting will take place before the next scheduled meeting subject to the normal notification period.

Work groups or project groups may hold ad-hoc meetings to discuss relevant activities without office bearers being present as long as no votes are undertaken.

They should formally report back to the parent council on their activities at the earliest opportunity.

If any member of the parent council acts in a way that is considered not in keeping with the aims and purpose of the council, such as using the parent council to promote an individual issue, or if their behaviour at meetings is deemed in any way disruptive or abusive, their membership of the council shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing.

Likewise, any Parent Forum member attending a meeting who acts inappropriately will be asked to leave if the majority of parent council members agree to this.

Minutes of meetings will be made available to all members of the parent forum at the earliest opportunity after the meeting.

Involvement in Parent Council initiatives will not be limited to council members only; all members of the Parent Forum will be actively encouraged to take part.

7. Confidentiality

The Parent Council will work in a way that is open and transparent.

The council have the right to meet in private should it consider any item for discussion as confidential. In this case the parent forum members of the council will decide who should attend such a meeting apart from the Head Teacher. Individual cases relating to pupils, parents or staff will not be a matter for direct parent council involvement.

8. Finances

The treasurer will open and maintain a bank account in the name of the Parent Council for all funds.

Withdrawals will require the signature of the treasurer or authorised signatory. Reimbursements of ad-hoc expenditure up to a value of £40.00 will be at the discretion of the Treasurer but only with appropriate receipt.

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The treasurer will be responsible for keeping an accurate record of all income and expenditure, and provide a summary at each ordinary meeting and full account for the AGM.

Overall responsibility for ensuring that all monies are used in accordance with the aims and objectives of the council will lie with the council.

9. Changes to the constitution

The parent council may change its constitution after obtaining consent from the parent forum. Members of the forum will be sent details of any proposed amendments and given reasonable time to respond to the proposal.

10. Dissolution of the Parent Council

Should the Parent Council cease to exist, any remaining funds will be passed to the school for the benefit of the pupils.

END

The Parent Forum members who have drafted this constitution along with Pam Farquhar (Head Teacher) are:

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Tara Cran
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Glossary

Parent Forum

All parents, carers and / or guardians of pupils of Kinellar School including the nursery.

Parent Council

The body that will represent the parent forum at the school comprising parent forum members who have been elected to serve on the council and also co-opted members.

Create opportunities

Make it as easy as possible for the parent forum to become involved with activities at the school such as helping people complete disclosure forms.

Initiate, develop and promote activities

Initiatives that will allow and encourage parents and members of the community to engage with the school at an educational level and also participate in various fund raising activities.

AGM

Annual General Meeting to be held once a year to report on the activities of the council and also elect new members.

Second / Seconded

To endorse someone / having a temporary duty to assist an organisation.

Precedence

Given priority ahead of others.

Self-nominate

To put yourself forward as a candidate for a vacant position.

Office bearer

A position with special responsibilities and / or authority.

Co-opted

To choose or elect someone as a member.

Ad-hoc

For one particular purpose only.