

Abbeyhill Parent Council Constitution

1. This is the constitution for Abbeyhill Parent Council, representing Abbeyhill Parent Forum
2. Objectives of the Parent Council
 - a. To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - b. To promote close co-operation between the school, its pupils and all of its parents
 - c. To develop and engage in activities which support the education and welfare of the pupils
 - d. 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
 - e. To encourage all parents to be involved with our activities in their chosen manner

The focus will be on doing things to achieve the objectives and administration will be as minimal as possible, only to allow us to meet the objectives

3. Parent Council Membership

The membership will be a minimum of three parents of children attending the school (the Secretary, the Treasurer and one other). There is no maximum size at present. Any parents of a child in the school can volunteer to join the Parent Council, as the Council is a fluctuating body, comprising of those parents who choose to attend the meetings. The aim is to have at least one parent from each year group who can feed back information and encourage other parents in that year group to support events and activities. It is also seen as important that members of the school staff, in particular the Head Teacher, are encouraged to be involved in the Parent Council, so as to achieve the objectives. Thus, all members of the school staff are welcome to attend meetings, and ideally at least one member of staff should attend every meeting.

4. Parent Council Meetings

- a. The meeting agendas are formed of items that are recurring (Welcome, Role of Parent Council, Previous Meeting Actions, Chairs Report, Treasurers Report, Head Teachers Report and Any Other Business, which is supplement with issues that have been raised by members of the Parent Council, Forum and Staff.
- b.
- c. A 'Project Leader' is responsible for running the of individual PC projects, events or activities, and depending on the project, may seek other parentsto assist. It is likely that a 'Project Team' then meet on one or more occasions to plan and organise the project, event or activity. This is co-ordinated by the 'Project Leader'. These meetings may take place at school (for which a space can be made available – please book this with the School Office) or elsewhere. The Parent Forum notice-board can be used to publicise the project, event or activity, and assistance with

sending out flyers can be sought from the Secretary. Once a budget has been agreed, monies can then be obtained from the Treasurer as appropriate. Advice about how best to manage the budget can be sought from the Treasurer. Any monies raised must be given directly to the Treasurer, for banking and accounting purposes, and all receipts for items bought or services used, must also be given to them.

5. There will be a 'Secretary' and a 'Treasurer' appointed at the June meeting, in preparation for the following session. They will serve for a year (unless their child ceases to be a pupil at the school in the meantime), and will have the following responsibilities:

Secretary:

1. Arrange dates for meetings at start of the (liaising with school diary for suitability of dates, and arranging childcare)
2. Attending all meetings (or arranging someone to cover their role), taking accurate minutes of what was discussed and agreed at the meetings, distributing these minutes to all parents, and putting a copy of them on the notice board.
3. Ensuring that the notice-board is kept up-to-date, and manages the content of the PC Facebook page and any other media that is deemed relevant by the Parent Council
4. Assisting with publicity for projects, events and activities
5. Informing those at the April/May meeting of the roles of the Secretary and Treasurer and advertising these roles to all parents, so that others may consider volunteering for the position at the June meeting
6. Sending a specific invitation to the June meeting to all parents
7. Making an annual report on the activities of the Parent Forum prior to the June meeting, and distributing this to all parents before the end of the summer term.
8. Updating the Constitution should any changes be made, and carrying out any necessary tasks relating to the Constitution (e.g. Section 11)
9. Being a signatory for cheques

Treasurer

1. Attending all meetings (or arranging someone to cover their role)
2. Ensuring that agreement is made at each meeting about the budgets to be made available for specific agreed projects, events or activities and having a written record of this, signed by the Project Leader, the Secretary and the Treasurer themselves.
3. Making money available for these agreed projects, events or activities at the appropriate time and offering advice on how best to utilise these budgets, to ensure that all property/money received by/for the Parent Forum is used to achieve the objectives of the Parent Council
4. Being a signatory for cheques

5. Collecting any money raised from agreed projects, events or activities and banking it.
 6. Keeping accurate records of the financial transactions of the Parent Council
 7. Bringing the books to balance 6 weeks prior to the June meeting, and arranging for the accounts to be audited by the auditor appointed the previous year
6. The Chair-person is a rotating responsibility, though done on a voluntary basis, and is agreed upon at the end of the previous meeting. . The Secretary will provide a copy of the pre-agreed Agenda at the beginning of the meeting to allow the Chair to facilitate the meeting. At the end of the meeting the Chair-person is to ensure that someone else has volunteered to chair the next meeting. During the meeting, 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.
 7. There will be 2 meetings each term (roughly in September, November, January, March, April/May and June). Meetings will occur after school in an available space within the school (6:30 – 8:30pm approx.). . The meeting dates and times will be published at the start of each term and will be displayed on the Parent Forum notice-board. A specific invitation to the June meeting will be sent to all parents.
 8. The meeting in June can operate as a normal meeting but will also include:
 - a. The distribution of a report on the work of the Parent Council for the year (Secretary's responsibility)
 - b. The approval of the accounts and appointment of the auditor (Treasurer's responsibility)
 - c. The selection of the new Secretary and Treasurer (volunteers are sought, and a majority vote taken if necessary)
 9. Minutes, publicity for events and general information (including the names and photos of the Secretary and the Treasurer) will be displayed on the new Parent Forum notice-board in the middle playground
 10. The Constitution will be reviewed as and when deemed necessary, although in the first instance will be reviewed at the March 2017 meeting. Any changes made must be agreed by a majority of those present
 11. 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 the parent members agree. Termination of membership would be confirmed in writing to the member, by the Secretary.
 12. 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.