

# Abbeyhill Primary School

## *Abbeyhill Parent Council Constitution*

### 1. Aims of the Parent Council

- to promote close co-operation and communication between parents and teachers.
- to promote equality and fairness
- to study and discuss matters of mutual interest relating to the education and welfare of pupils
- to engage in activities which support and advance the education of pupils attending the school

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

### 2. Parent Council Membership

The membership consists of parents/carers of children attending Abbeyhill Primary School as selected by the Parent Forum.

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council. The membership will be a minimum of three parents of children attending the school. The maximum size is eight parents.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to 5 persons to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

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Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may 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 aims 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.

### 3. Parent Council Meetings

a. Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council 3 shall form a quorum.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

### 4. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

The Treasurer shall be responsible for keeping accurate records of the

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financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

#### 5. Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

#### 6. Dissolution

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.

#### 7. Standing Orders

A 'Project Leader' will be appointed to run individual PC projects, events or activities. Once a budget has been agreed, monies can then be obtained from the Treasurer as appropriate. 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.

## **Post Holder Roles (this does not form part of the Constitution)**

### **The main roles of a Chairperson**

- Ensure PC meetings run smoothly and efficiently; are on time and are run in an inclusive and friendly way.
- Delegate tasks to other members of the group and make sure these are completed.
- Ensure all Parent Council members know they are there to represent all the parents in the school.
- Is the spokesperson for the group and liaises with the headteacher/school/local authority.
- Has an important role in the school inspection.
- Give an annual report to the Parent Forum – usually at the AGM.

### **The main roles of the Secretary**

The Secretary can be any member of the committee. The main role of a Secretary is to support the Chairperson to ensure the smooth running of the PC and to maintain effective communication between committee members and between the PC and the school. Their role may also include:

- Ensure meetings are well organised and minuted.
- Maintain records and administration – these should be kept in a file or storage box to be handed on to the next Secretary.
- Handle communication and correspondence.

### **The main roles of a Treasurer**

- To keep accurate financial records.

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- To present a financial report at each Parent Council meeting.
- Liaise with the bank and hold the cheque book.
- Ensure the proper counting and banking of money and making approved payments.
- Pay agreed expenses.
- Provide and account for cash floats at events.
- Prepare the annual accounts and arrange for someone to check these before the AGM.