



Confidence Creativity Citizenship

Fetterangus Parent Council

Constitution

August 2007

1. Objectives

- 1.1 The objectives of the Parent Council are:
 - 1.1.1 To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - 1.1.2 To promote partnership between the school, its pupils, all its parents and the wider community
 - 1.1.3 To develop and engage in activities which support the education, welfare and health of the pupils
 - 1.1.4 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
 - 1.1.5 To constitute sub-groups, as required, to support the school in appropriate activities

2. Parent Membership

- 2.1 The membership will be a minimum of 6 parents of children attending the School, 2 of whom will have a child / children in the Lower Classroom, 2 of whom will have a child / children in the Upper Classroom.
- 2.2 The maximum number of parents on the Council will not exceed 12 and, notwithstanding 2.1, will be drawn from as many families as possible.
- 2.3 The Head Teacher has both a right and duty to attend meetings and will act as an adviser to the Council.

3. Appointments and Periods of Service

- 3.1 The Parent Council will be subject to annual appointment.
 - 3.1.1 Such appointments will be made at the AGM of the Parent Council.
 - 3.1.2 The AGM will be held within three weeks of the start of each academic session.
 - 3.1.3 Parents of children who leave at the end of previous session will be invited to remain in office until the new session AGM.
- 3.2 Any parents of a child at the school can volunteer to be a member of the Parent Council.
- 3.3 Members may put themselves forward for re-appointment if they wish.

- 3.4 In the event of the number of volunteers exceeding the number of places set out in the Constitution (see 2.2), members will be identified by a random draw, set up to reflect the classroom representation indicated above (see 2.1).
- 3.5 Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.
- 3.6 The Parent Council may constitute / dissolve Sub-groups as are deemed necessary.
- 3.7 Membership on these Groups will be drawn from anyone eligible for inclusion on the Parent Council.
- 3.8 Membership, remits and reporting arrangements for each group will be defined at the constituting of the group and will be subject to annual review.

4. Co-opting Members

- 4.1 The Parent Council may co-opt up to 4 non-parent members to assist it with carrying out its functions.
- 4.2 Two additional places will be reserved for Representatives from the Pupil Council, who will be invited to attend relevant meetings or parts thereof.
- 4.3 Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.

5. Appointment of Office Bearers

- 5.1 A Chairperson will be appointed at the first meeting of the Parent Council, by the membership of the Council following the annual Parent Forum Report meeting.
- 5.2 The Chairperson will be a parent member of the Council.
- 5.3 The period of office will be 1 year.
- 5.4 The period of office will terminate at the end of 1 year
 - or
 - 5.4.1 if the parent ceases to qualify for membership of the Parent Forum.
 - or
 - 5.4.2 if two thirds of the Parent Council request that person to stand down.

- 5.5 A Vice-chair shall also be appointed on the same terms as those defining the appointment of a Chairperson.
- 5.6 The Council may appoint a Treasurer and a Secretary from within the Council membership or appoint a Clerk to transact Council's administrative requirements.
- 5.7 Such a decision will be made by the first meeting of the Council as defined above. (see 5.1)

6. Operating Guidelines

- 6.1 The Parent Council will meet at least once in every school term.
- 6.2 Decisions can only be taken at meetings attended by two thirds of the parent membership of the Council and at least one co-opted member.
- 6.3 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.4 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 date, time and place of the meeting.
- 6.5 Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis.
- 6.6 In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
- 6.7 Copies of the minutes of all Parent Council meetings will be available to all parents of children at Fetterangus School and to all staff at the school.
- 6.8 Copies of the minutes of all Parent Council meetings will be sent to Area Education Office.
- 6.9 Copies of the minutes of all Parent Council meetings will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
- 6.10 Copies of the minutes of all Parent Council meetings will also be posted on the School website.
- 6.11 Notice of meetings will be issued two weeks prior to the due date.
- 6.12 Agendas will be drawn up by the Chairperson after discussion with the Head Teacher.
- 6.13 Agendas will be issued to all Council members and all parents one week prior to meetings.

- 6.14 Only agenda items will be discussed at meetings.
- 6.15 The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.
- 6.16 This should be obtained either
- 6.16.1 at a meeting attended by two thirds of families on the Parent Forum
 - or
 - 6.16.2 by confirmation of agreement by two thirds of families on the Parent Forum
- 6.17 Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposal.

7. Finances

- 7.1 The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds.
- 7.2 Withdrawals will require the signature of the Treasurer, one other Office Bearer and one other parent Council member.
- 7.3 The Treasurer will keep an accurate record of all income and expenditure.
- 7.4 The Treasurer will provide a summary of this for each Parent Council meeting.
- 7.5 The Treasurer will provide a full account for the Annual Meeting.
- 7.6 The Parent Council accounts will be audited by an Independent Reviewer, appointed at the previous Annual Meeting.
- 7.7 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 7.8 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.

8. Reporting

- 8.1 The Parent Council is accountable to the Parent Forum for Fetterangus School and the Chairperson will make a verbal annual report on its activities on behalf of all parents to the AGM.
- 8.1.1 A copy of this Report will be included with the minute of that meeting.
- 8.2 This meeting will be held within 3 weeks of the start of each new academic session.
- 8.3 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.
- 8.4 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 Independent Reviewer.
- 8.5 If two thirds 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.
- 8.6 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.

9. Conduct

- 9.1 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 discussed at a special meeting, at which the member concerned will be invited to explain their position.
- 9.2 Following this meeting, the Council may agree by a majority vote, to the termination of that member's period of service on the Council.