

Comely Park Parent Council

Agreed Constitution

This is the constitution of Comely Park Parent Council.

Objectives

The objectives of the Parent Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents
2. To promote partnership between the school, its pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

Membership

The membership will include a minimum of eight parents of children attending the school. The maximum size will include fifteen parents of children attending the school. The headteacher also has a right and duty to attend Comely Park Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish.

Any parent(s) 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 maximum number of places set out in the constitution, members will be selected by ballot. Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join the Parent Council at any time to fill existing parent vacancies. 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 Parent Council. It will be the goal of the Parent Council to have a representative group of parent members, ideally having children in all years of the school including the nursery, but this in itself will not be a strict requirement.

The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. These additional members may be drawn from the school teaching staff, or the wider local community.

Co-opted members will be invited to serve for 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.

A standing invitation to attend Parent Council meetings will be sent to the relevant local councillor(s).

Office Bearers

The Chair, Vice-Chair and Treasurer of the Comely Park Parent Council will be appointed by the Parent Council members immediately following its formation. Office bearers will be nominated then be elected by majority vote of the Parent Council members. Office bearers will normally serve for up to two years after which they can put themselves forward for re-election if they wish. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Parent Council will be chaired by a parent of a child attending Comely Park Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council will appoint a Clerk who will be paid to carry out his / her duties.

Contact details of office bearers and the Clerk will be sent to Falkirk Council Education Services.

Annual Meeting

The Annual Meeting will be held in April 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 two weeks in advance. The meeting will include:

- A report on the work of the Parent Council
- Selection of any new Parent Council members
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor
- The head teacher's annual report

General Meetings

The Comely Park Parent Council will meet at least once every school term unless additional meetings are required to discuss specific topics. A notice of when the meetings are to take place will be included in the school newsletter and posted on a noticeboard at the school.

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.

Four members of the Parent Council must be present to form a quorum

If 25 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least one week's notice of date, time and place of the meeting and notice of matters to be discussed.

Any two parent 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.

If a parent 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 parent members agree. Termination of membership would be confirmed in writing to the member.

Meetings of the Parent Council shall be open to the public, 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 Headteacher, or his or her representative, can attend.

Minutes of Meetings

The Chair and the Clerk will produce the agenda, in consultation with the headteacher, and it will be circulated to all members of the Comely Park Parent Council at least one week before the meeting takes place.

Copies of the minutes of all meetings will be available to all parents of children at Comely Park Primary School and to all teachers at the school. A copy of the agreed minutes will be posted on the school website and on a noticeboard at the school. Copies will also be available from the Clerk to the Parent Council and the school office.

A copy of the agreed minutes will be sent to Falkirk Council Education Services.

Finances

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 office bearer.

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 an auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Changes to the Constitution

The constitution will be reviewed every year at the Annual Meeting and changed when deemed necessary. The Parent Forum will be consulted on any proposed change.

Dissolution of Parents Council

In the event that the Parent Council ceases to exist any remaining funds should be returned to the local authority to be distributed for the benefit of the children at the school.