

## **Victoria Primary School Parent Council - Draft Constitution**

1. This is the constitution for Victoria Primary School Parent Council

2. The OBJECTIVES of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents & pupils
- To promote partnership between the school, its' pupils and all its" parents
- To develop and engage in activities which support the education and welfare of the pupils
- 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.
- To work in partnership within the local community
- To support fund-raising activities
- To campaign on specific issues affecting the school

3. The Parent Council membership will comprise a minimum of four parents of children attending the school. The maximum size of the Parent Council is ten parents but subject to change by the Parent Council.

4. Members of the the Parent Council will be selected for a period of 2 years after which they may put themselves forward for re-selection if they wish. All the parents of children at the school will be invited to put themselves forward to join the Parent Council, and will be given 2 weeks to volunteer. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by, first ensuring that there is Parent Council representation from as many classes as possible and then, if necessary, by an anonymous draw conducted by an individual outwith the Parent Council. 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.

5. The Parent Council may co-opt up to three individuals to assist it with carrying out it's functions. The number of parent members on the Parent Council must always be greater than or equal to the number of co-opted members. In addition a local councillor and at least one other school staff member plus the school headteacher will be invited to participate in Parent Council meetings.

6. The separate roles of Chair and Secretary/Treasurer of the Parent Council will be appointed by the Parent Council members immediately following it's formation. The Parent Council will be chaired by a parent of a child attending Victoria Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

7. The Parent Council is accountable to the Parent Forum for Victoria Primary School and will make a report to the Parent Forum at least once each year on its' activities on behalf of all the parents. The medium through which these activities are reported (for example, school newsletter, website etc.) will be determined by the Parent Council.

If 15% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council will arrange this. The Parent Council will give all members of the Parent 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.

8. The Parent Council will not normally hold an annual general meeting but there will be representatives from the Parent Council present at Parents' Consultations to provide the opportunity

for parental feedback and to solicit interest for any Parent Council vacancies.

**9.** The Parent Council will meet at least twice in every school term. Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any two Parent Council members 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 the date, time and place of that meeting.

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 will be terminated if the majority of Parent Council members agree. Termination of membership would be confirmed in writing to the member by the Chair.

**10.** Copies of the minutes of all meetings will be available to all parents of children at Victoria Primary School and to all teachers at the school. Copies will be available from the school office.

**11.** Meetings of the Parent Council will 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 these meetings will remain confidential to attendees.

**12.** The Parent Council will arrange for all Finance associated with fund-raising to be managed by a sub-group who will have an appointed treasurer. Any expenses that need to be tracked by the Parent Council will be managed by position of Secretary/Treasurer

**13.** The Parent Council may change its' constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

**14.** Should the Parent Council cease to exist, any remaining funds will be used for the benefit of Victoria Primary School.