

Victoria Primary School Parent Council 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 and 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 fifteen 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 its 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 the local councillors and at least one other school staff member plus the school headteacher will be invited to participate in Parent Council meetings.
6. The **Office Bearers** will be Chair, Secretary, Treasurer, and such others as may be required. They will be appointed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis following the Annual General Meeting. 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 hold an annual general meeting.
- 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 Treasurer will maintain 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 Parent Council member. 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 General Meeting. The Parent Council accounts will be audited by an independent auditor appointed by the Parent Council. The Parent Council will take reasonable steps to apply monies raised by the Parent Council in a manner conducive to the objectives of the Parent Council.
- 13.** The Parent Council will arrange for all finance associated with fund-raising to be managed by a sub-group, the Parent Teacher Association (PTA), who will have an appointed treasurer. The Treasurer will present a report in person or in writing at each meeting of the Parent Council. Any expenses that need to be tracked by the Parent Council will be managed by position of Parent Council Treasurer.
- 14.** 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.
- 15.** Should the Parent Council cease to exist, any remaining funds will be used for the benefit of Victoria Primary School.