

Braehead Primary School

Constitution of the Parent Council

This is the Constitution for Braehead Primary School Parent Council.

1. Objectives of the Parent Council

1.1 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.
- To promote partnership between the school, its pupils, all its parents and carers, and the local community.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

2. Membership of the Parent Council

2.1 The membership will be a minimum of three parents or carers of children attending the school.

- The maximum size of the Parent Council will be twelve.
- Any parents 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 number of places set out in the Constitution, members will be selected at random by drawing names out of a hat.

3. Co-option

3.1 A Parent Council may co-opt up to four members to assist with carrying out its functions.

3.2 The number of parent members on the Parent Council must always be greater than the number of co-opted members.

3.3 Typically, two-thirds of the Parent Council will be made up of Parent Forum members and up to one-third of the membership may be

reserved for other co-opted members including teaching and support staff in the school.

4. Period of Tenure on Parent Council

- 4.1 Parent Council members will be selected annually at the Parent Council AGM, though new members may join through the year if space is available on the Parent Council.
- 4.2 Parent Council Members may continue to put themselves forward for re-selection if they wish, provided their child is still at the school.
- 4.3 Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.

5. Selection of Chair/Postholders

- 5.1 The Parent Council will be chaired by a parent of a child attending Braehead Primary School. The Chair and Secretary of the Council will be agreed by the Parent Council members.
- 5.2 Office bearers will be selected or reselected at the Parent Council AGM on an annual basis (at the annual meeting of the Parent Forum).
- 5.3 In line with good practice, the role of chair and secretary should be rotated after a two year period in post.

6. Reporting/Meeting Arrangements

- 6.1 The Parent Council is accountable to the Parent Forum for Braehead Primary School and will make a report to it at least once each year on its activities on behalf of all the parents/carers.
- 6.2 If 30% of 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 two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 6.3 The Annual Meeting will be held in the first academic term of each school 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 annual meeting will include:
 - a report on the work of the Parent Council and its committee(s)

- selection of the new Parent Council, if appropriate
- discussion of issues that members of the Parent Forum may wish to raise

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

6.5 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 two week's notice of date, time and place of the meeting.

6.6 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 terminated if the majority of Parent Council members agree. Termination of membership must be confirmed in writing by the Chair or designated representative to the member.

6.7 South Lanarkshire Council Parental Involvement Unit should receive copies of the Constitution (reviewed annually) and AGM Report. NB. Copies of all Minutes from previous Parent Council meetings will continue to be held in the school office (by email from PC Secretary).

7. Minutes of Meetings

7.1 Copies of the minutes of all meetings will be available to all parents of children at Braehead Primary School and to all teachers/staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office. A copy will also be emailed to South Lanarkshire Council's parental involvement unit.

7.2 Meetings of the Parent Council shall be open to the Parent Forum & 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 Head Teacher, or his or her representative, can attend.

7.3 Each elected SLC Councillor (Clydesdale North Ward) should be invited to attend our PC meetings.

8. Funds

- 8.1 The Parent Council do not presently hold its own bank account as any raised monies are donated directly to the school. This decision is reviewed every year at the annual meeting. If an account is to be opened in the name of the Parent Council, then a Treasurer will require to be appointed at the annual meeting also.
- 8.2 If a bank or building society account is to be opened in the name of the Parent Council for all Parent Council funds, all withdrawals will require the signature of the Treasurer and one other Parent Council member.
- 8.3 If appointed, 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 the auditor appointed at the previous Annual Meeting.
- 8.4 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 8.5 Should the Parent Council cease to exist, any remaining funds will be passed to Braehead Primary School to be used for the benefit of the school, where this continues.

9. Changes to the Constitution

- 9.1 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.
- 9.2 A copy of the revised Constitution must be sent to the local education authority along with a list of Parent Council members.

10. Clydesdale Joint Forum

- 10.1 Braehead Parent Council receives automatic membership of the Clydesdale Joint Forum, representing and represented by all PCs across the Clydesdale Region, hosted by South Lanarkshire Council (Education Resources – John Edgar). Any members of the Braehead PC may attend and represent our school. The Clydesdale Joint Forum meet typically once per term, and the meeting is generally held in Carluke.