

Simpson Primary School & Nursery Class Parent Council

Constitution

This is the constitution for Simpson Primary School & Nursery Class Parent Council (herein referred to as “the Parent Council”).

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council and which are more fully explained in the Guidance to the Act. This constitution should be interpreted in conjunction with the Act and the Guidance with the understanding that where there is conflict it is the provisions of the Act that will take precedence.

Throughout this document the term Parent shall be taken to mean parent, carer or guardian.

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
- promote partnership between the school, its pupils and all its parents
- develop and engage in activities which support the education and welfare of the pupils
- 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

The Parent Council is accountable to the Parent Forum of the school and will make a report to it at least once each year detailing its activities on behalf of all the parents. If one fifth of all 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 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.

The Annual Meeting will be held by September each year. 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. The meeting will include:

- a report on the work of the Parent Council and its committee(s)
- selection of office bearers
- selection of voting members
- selection of Newlands Day Co-ordinator, Christmas Co-ordinator and Events Co-ordinator
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor
- a report from head teacher to be given at AGM

The Parent Council will meet at least once in every school term.

The Parent Council may co-opt up to six persons to assist it with carrying out its functions. Co-opted members will be invited to serve for as one school year, after which time the Parent Council will review requirements for co-opted membership.

The Chair, Vice Chair, Secretary and Treasurer of the Council will be selected by the Parent Forum at the AGM held by September each year. Only parents can be office bearers and will be appointed for one school year. The Clerk to the Parent Council will also be agreed at this meeting.

Office Bearers shall be elected for a one year term, following which they are eligible for re-election.

The post of Newlands Co-ordinator, Events Co-ordinator and Christmas Co-ordinator will be selected at the AGM and these posts have a voting right at Parent Council Meetings. The Newlands Day Co-ordinator, Events Co-ordinator and Christmas Co-ordinator shall be elected for a one year term and be eligible for re-election.

Code of Conduct

Office bearers/committee members will be asked to read, agree to and sign the attached “Code of Conduct” document on appointment of their position. Should Office bearers/committee members fail to sign and agree to the code their position will be forfeited and re-advertised. Failure to comply with the aforementioned code of conduct will result in the office bearer/committee member being asked to step down from their position. Confirmation of any failure to comply with the code will be agreed by a majority vote amongst office bearers/committee members. In the event of a tie, the Chair shall have the casting vote. The Code of conduct document is supplied by Connect, Scotland.

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December 2014, amended January 2019

Alongside the office bearers up to 16 voting members of the Parent Council will be selected. The voting members will serve for one year. A voting member who fails to attend two consecutive meetings without reason/apologies may be deemed to have relinquished their voting right for that year.

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. There must be a quorum of one third of voting members present for a valid vote to be taken.

Any two of the office bearers 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.

Following the Parent Council meeting the secretary will prepare the minutes to be approved by the office bearers. Copies will then be available to those who were present at the meeting and will be posted on the school blog, Parent Council Facebook page, school foyer (and anywhere else appropriate) as draft minutes subject to formal approval at the next meeting.

Meetings of the Parent Council shall be open to all 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.

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. Withdrawals will require the signature of two office bearers.

The Parent Council accounts will be audited by the 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.

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

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, where this continues.