



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.

OBJECTIVES

The objectives of the Parent Council are to:

- Promote and work in partnership with the school to create a welcoming school which is inclusive for its pupils and all its parents
- Promote close co-operation and communication between parents and school staff e.g. by identifying and representing the views of the parent forum
- 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
- Support school management to continuously improve standards of education in the school.
- To make representations to the school’s head teacher and to the education authority about the arrangements for promoting the involvement of parents in education
- Promote contact between the school, the Parent Forum, prospective parents, pupils in the school and the community
- Report on the council activities to the Parent Forum

The Parent Council have the power to do anything considered by them to be in furtherance of the objectives as indicated by the parent forum.

MEMBERSHIP

The membership of the Parent Council consists of parents/carers of children attending the school as selected by the Parent Forum.

Members of the Parent Council will be appointed at the AGM. They will be elected for a one-year term and be eligible for re-election for up to two years. Parents will always form the majority of the Parent Council.

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 one school year, after which time the Parent Council will review requirements for co-opted membership. Co-opted members do not have a vote.

The Parent Council may create sub groups as deemed necessary. Terms of reference will be created for any sub group and any group will report to and be accountable to the Parent Council.

The Head Teacher and/or their representative has a right and a duty to attend meetings of the Parent Council.

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 (7) present for a valid vote to be taken.

OFFICE BEARERS

The Office Bearers will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Events Co-Ordinator

The Office Bearers will be formally elected by the Parent Council at the first AGM of the year. Nominations for Office Bearers will be identified in advance for consideration at the AGM. Only parents/carers can be nominated for an Office Bearer role.

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

Further details on the role of each Office Bearer can be found in the attached Role Profiles.

Alongside the office bearers up to sixteen year group representatives, two for each year group including the Nursery, will be elected to be part of the Parent Council and will have a voting right. Elections will be held alongside the nominations for Office Bearers. These members will serve for one year. A year group representative who fails to attend two consecutive meetings without reason/apologies may be deemed to have relinquished their voting right for that year.

Any member wishing to withdraw from their role must do so in writing.

MEETINGS OF THE PARENT COUNCIL

Meetings of the Parent Council will be held as required with at least one meeting being held in each term. Meetings may take place virtually and/or in person.

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 year group representatives
- 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

All Parent Council meetings will be open to members of the Parent Forum. 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. The Parent Forum may request a special general meeting to discuss issues falling within the Parent Council's remit, the request will be reviewed, and the Parent Council shall arrange this if appropriate. The Parent Council shall give all members of the Parent Forum at least 2 weeks' notice of any meeting and, at the same time, circulate notice of the matter(s), to be discussed at the meeting.

Following the Parent Council meeting the Secretary will prepare the minutes to be approved by the Office Bearers within 2 weeks after the date of the meeting. Copies will then be available to those who were present at the meeting and will be posted publically as draft minutes subject to formal approval at the next meeting.

CODE OF CONDUCT

Office Bearer's/Committee members will be asked to read, agree 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 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.

FINANCE

The funds of the Parent Council will be lodged in a bank, building society or other account in the name of the Parent Council.

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 Independent 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 Parent Council will review the constitution on an annual basis and amendments will be agreed with the consent of a majority.

DISSOLUTION OF THE PARENT COUNCIL

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.