

PAPDALE PRIMARY SCHOOL

Parent Council –Constitution August 2012

1. This is the constitution for Papdale 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/guardians/carers
 - To promote partnership between the school, its pupils and all its parents/guardians/carers and the wider community
 - To develop and engage in activities which support the education and welfare of the pupils
 - To identify and represent the views of parents/guardians/carers on the education provided by the school and other matters affecting the education and welfare of the pupils
 - To act within remit of the Parent Council to encourage the realisation of the objectives listed above.

The statutory functions of the Parent Council are set out in the Scottish Schools (Parental Involvement) Act 2006, and a summary of those functions is contained in the attached Appendix.

3. The membership will consist of a minimum of eight parents of children attending the school, with at least one representing each year group from Pre-school through to Primary seven. The maximum size will be 16 parents.
4. The Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish.

Any parents of a child at the school can put their name forward for nomination to be a member of the Parent Council for consideration at the AGM held in the first term of each school year. In the event that the number of nominees exceeds the number of vacant places set out in the constitution, members will be selected by a secret parental vote.

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 Parent Council.

If a parent council member no longer has children attending Papdale School they cease to be eligible and must resign from their duties.

When vacancies caused by resignation or ineligibility occur in the middle of a term of office the Parent Council can fill these vacancies by co-option or leave them vacant until the next AGM. If the vacancy is filled by co-option that co-opted parents term of office will cease at the next AGM but they may put their name forward for reselection if they wish.
5. The Parent Council may co-opt up to seven additional people to assist it with carrying out its functions. The co-opted members would be non-voting members of the Parent Council.

Co-opted members will be invited to serve for a maximum period of one year after which time the Parent Council will review and consider requirements for co-opted members at the AGM held annually during term one of the school year.

The Head Teacher of Papdale Primary School shall have the right and, if requested by the Parent Council, the duty to give advice to the Council on any matter. The Head Teacher will also have the right to be present (or to be represented) and to speak at meetings of the Council, but shall not be a member of the Council.

The Director of Education & Recreation Services or nominated officer shall be entitled to attend and to speak at any meeting of the Parent Council, but shall not be a member of the Council.

A councillor for the electoral ward shall be entitled to attend and to speak at any meeting of the Parent Council, but shall not be a member of the Council. Given the multi-member ward arrangements in respect of Councillors, the Councillors for the electoral ward area shall determine which one of them shall attend in this capacity.

6. The Chair and Vice Chair of the Council will be agreed by the Parent Council members immediately following its formation. Thereafter Office bearers will be re-selected by the Parent Council on an annual basis after the annual meeting of the Parent Forum.
7. The Parent Council is accountable to the Parent Forum for Papdale School and will make a report to it at least once each year on its activities on behalf of all the parents.
If 25% of members of the Parent Forum request a special general meeting to discuss issues falling within the 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.
8. The Annual Meeting will be held in the first term of each school year. The Parent Council will give notice of the meeting including date, time and place to all parents at least two weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee(s)
 - nomination and selection of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
9. The Parent Council will meet at least once in every school term. The quorum will be 60% of the voting parent members, with the number of parent members present exceeding the number of co-opted members.
10. 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.
11. If 50% of the Parent Council request an additional meeting through the Chair person or the Vice Chair this must be called, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.
12. 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 can be terminated if two thirds of the voting parent members agree at a quorate meeting. Termination of membership would be confirmed in writing to the member. The person whose membership is being de-selected has the right to be present.

13. If a Parent Council member misses more than two consecutive meetings in a year without a reasonable cause they can be voted off the Parent Council. If a vacancy becomes available for whichever reason amongst voting members of the Parent Council new members can be selected by a vote from the remaining members of the Council.
14. Copies of the minutes of all meetings will be available to all parents of children at School and to all staff at the school. Copies will be available from the Clerk to the Parent Council and from the school office, and website.
15. Meetings of the Parent Council shall 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 head teacher, or his or her representative, can attend.
16. The Parent Council can raise funds by any means other than by borrowing, can apply for and receive grants and receive gifts.
17. The Clerk will open 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 Clerk and one other Office Bearer Parent Council member. . Signatories not to be in the same household.

The Clerk 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 examined / audited by the examiner/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 and managed in accordance with Local Authority guidelines on the Finances of Parent Councils.

The Parent Council cannot acquire any interest in heritable property, whether by inheritance, gift or otherwise.

18. 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. The Parent Council shall provide the education authority and the head teacher with a copy of the amended or new constitution.
19. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Papdale school.
20. The Parent Council will be involved in the recruitment and selection of school staff, in accordance with the education authority policy.

APPENDIX

Summary of the statutory functions of a Parent Council

(n.b. for a full list of the statutory functions please refer to the Scottish Schools (Parental Involvement) Act 2006)

Functions of a Parent Council

1. The functions of Papdale Primary School Parent Council are:-
 - (a) to support the endeavours of those managing the school -
 - (i) to raise standards of education in the school,
 - (ii) to secure improvements in the quality of education which the school provides, and
 - (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
 - (b) to make representations -
 - (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
 - (ii) to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
 - (c) to promote contact between -
 - (i) the school,
 - (ii) the Parent Forum,
 - (iii) parents of prospective pupils of the school,
 - (iv) pupils in attendance at the school,
 - (v) the community, and
 - (vi) such other parents as it appears to the council appropriate to include for the purposes of this paragraph,
 - (d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event -
 - (i) not more than 12 months after the council is established, and
 - (ii) after that first report, at intervals of not more than 12 months,
 - (e) to ascertain the views of members of the Parent Forum as regards -
 - (i) the standards of education in the school,
 - (ii) the quality of education which the school provides,
 - (iii) the exercise by the council of its functions, and
 - (iv) such other matters as appear to the council to be of interest or concern to the Parent Forum,
 - (f) to collate those views and report them to -
 - (i) the headteacher of the school,
 - (ii) the education authority, and
 - (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,

- (g) to review from time to time its constitution and
 - (h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.
2. In addition to the functions specified above, the Parent Council is to promote contact between -
 - (a) the Parent Forum of the school, and
 - (b) such providers of nursery education to prospective pupils of the school as appear to the council appropriate.
 3. Subject to the provisions of the Scottish Schools (Parental Involvement) Act 2006 and unless otherwise prohibited by law, the Parent Council may do anything which is calculated to facilitate the exercise of its statutory functions including, without prejudice to the foregoing generality -
 - (a) entering into contracts and agreements (other than in relation to land), and
 - (b) appointing a person to be clerk to the council.
 4. The members of the Parent Council do not incur personal liability for anything done, or purportedly done, in the exercise of its statutory functions if it was done in good faith.
 5. In the exercise of its statutory functions the Parent Council is to have regard to any guidance issued to it by Orkney Islands Council, as education authority, for the purpose of ensuring that any duty which the authority has, under statute, or, by virtue of any rule of law, is duly complied with.
 6. The Parent Council is to comply with any reasonable request made to it by the headteacher of the school or by the education authority for information relating to its exercise of its statutory functions.