

Friends of Glaitness School Constitution – Adopted on 27th August 2026

1. Name

The Parent Council shall be known as the Friends of Glaitness School.

2. Aims

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

3. Powers

The Parent Council shall have the power to do anything considered by them to be in the furtherance of the aims but remembering that they are there to represent the views of the Parent Forum (all parents and carers who have a child at a Glaitness School). Further guidance on the statutory functions of the Parent Council is set out in the Scottish Schools (Parental Involvement) Act 2006.

4. Membership

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

There shall be a minimum of 8 committee members, to make sure all classes are fairly represented, when relevant volunteers are available, with a maximum of two members per class.

5. General Meetings

The Annual General Meeting (AGM) shall be held in August or September each year. Notice shall be issued to the Parent Forum at least two weeks in advance. Meetings may be held in person or online.

The business shall include: -

- a) the work of the Parent Council (often as reports from the Chair and the Treasurer)
- b) approval of the accounts
- c) appointment of an independent individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) appointments of members to serve on the Parent Council

Voting:

At all general meetings, voting shall be on the basis of one vote per member present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending. In the

event of a tie, the casting vote will fall to the Chair.

Quorum:

A quorum is 6 and must include more parents than co-opted members.

Extraordinary General Meetings:

An EGM may be called by the Parent Council or by 30 members of the Parent Forum. Two weeks' notice must be given, including details of the matters to be discussed.

6. Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one-year term, by way of being nominated and seconded, and are eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Forum at the AGM following the formation of the new Parent Council. Office Bearers will be re-selected by the Parent Council on an annual basis at the AGM.

The Parent Council will be chaired by a parent of a child attending Glaitness School. If the Chair's child leaves the school, a new Chair will be appointed at the next AGM. Until then, the role will rotate among parent members. No Chair will sit for more than three years.

The Headteacher (or representative) has a right and duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to 3 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Each parent/carer member has one vote. The Chair has both a deliberative and casting vote – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. If the Chair is absent, the casting vote passes to the Treasurer.

The Secretary shall keep accurate minutes and pass them to the Business Manager for publication on the school website.

A member who misses three consecutive meetings without apologies may be deemed to have resigned.

If any member of the Parents' Council conducts themselves in a manner that conflicts with the values of the Parents' Council or the School or breaches the Code of Conduct (which will be signed upon becoming a member), they shall be removed with immediate effect.

7. Ordinary Meetings

Meetings of the Parent Council shall be held at least once a term, with scope to hold additional meetings if deemed necessary. Meetings will ideally be attended in

person, but an online connection will always be offered. Meeting reminders shall be sent two weeks prior with a call for agenda items. The agenda shall be circulated one week before the meeting.

At all meetings of the Parent Council 6 shall form a quorum.

All Parent Council ordinary meetings shall be open to all members of the Parent Forum although they will not have voting rights.

8. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two authorised Parent Council members. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be balanced and reviewed by an individual appointed at the previous AGM. The Treasurer should report on finances at every meeting.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

9. Changes to the Constitution

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present. The constitution shall be reviewed every 2 years.

10. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to Glaitness Primary School.