

LANARK PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

1. NAME

1.1 This is the Constitution for Lanark Primary School Parent Council.

2. OBJECTIVES

2.1 The objectives of the Parent Council are:-

- a) To work in partnership with the school to create a welcoming school which is inclusive for all parents and pupils;
- b) To promote partnership between the school, its pupils and all its parents;
- c) To develop and engage in activities which support the education and welfare of the pupils;
- d) To 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;
- e) to encourage and promote social, educational activities (in-school and in the local community) to raise funds for the benefit of Lanark Primary School; and
- f) to carry out such other functions for the benefit of Lanark Primary School as may be determined by the Parent Council from time to time.

3. MEMBERSHIP

3.1 The membership will be a minimum of four (4) parents of children attending the school.

3.2 Any parents of a child at the school can volunteer to be a member of the Parent Council.

3.3 The Parent Council may co-opt persons to assist with carrying out its functions. Co-opted members can include teaching and support staff. The number of parent members of the Parent Council must always be greater than the number of co-opted members. Co-opted members will be invited to serve for a period of up to two (2) years after which time the Parent Council will review and consider requirements for co-opted membership.

4. OFFICE BEARERS

4.1 The Office Bearers shall consist of a Chair, Secretary and Treasurer who will be agreed the Parent Council members immediately following its formation. The Office Bearers must be members of the Parent Forum.

4.2 Office Bearers will be re-selected by the Parent Council on a two (2) yearly basis at the Annual General Meeting of the Parent Forum.

4.3 If during the term of office of any Office Bearer their child leaves Lanark Primary School, that Office Bearer shall automatically be required to stand down from office at the end of the term during which their child leaves the school.

5. MEETINGS OF THE PARENT COUNCIL

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

- 5.2 Any 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 one weeks' notice of the date, time and place of the meeting.
- 5.3 Four (4) members of the Parent Council will form a quorum.
- 5.4 The Chair or, in his/her absence, the Secretary shall preside at all meetings of the Parent Council. In the absence of the Chair and Secretary, the Treasurer shall be appointed to conduct the meeting.
- 5.5 All recommendations/resolution of the Parent Council must be proposed and seconded before a vote is taken.
- 5.6 Should a vote be necessary to make a decision, each member of the Parent Council present at the meeting will have one vote with the Chair having a casting vote. Voting shall be by simple majority with the Chair having a casting vote in the event of a tie.
- 5.7 If a Parent Council member acts in a way that is considered by the other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of the Parent Council members present agree. Termination of membership would be confirmed in writing to the member.
- 5.8 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 those circumstances only members of the Parent Council and the Headteacher or his/her representative can attend.
- 5.9 Copies of the minutes of all meetings will be available to all parents of children at Lanark Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council, the school office and on the school website.
- 5.10 The Parent Council shall have power to appoint from their own members any necessary sub-committees. The Chair shall be ex officio members of all sub-committees.

6. ANNUAL GENERAL MEETING

- 6.1 The Annual General Meeting of the Parent Forum will be held in May of each year. A notice of the meeting including the date, time and place be sent to all members of the Parent Forum at least two (2) weeks in advance.
- 6.2 This meeting will include:-
- a) a report by the Chair on the work of the Parent Council and its committee(s);
 - b) election of Office Bearers (as required);
 - c) discussion of issues that members of the Parent Forum may wish to raise;
 - d) a report by the Treasurer;
 - e) approval of the accounts and appointment of the auditor; and
 - f) consideration of any other competent business.

7. SPECIAL GENERAL MEETING

- 7.1 If any member of the Parent Forum requests a Special General Meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this.

7.2 The Parent Council shall give all members of the Parent Forum at least two (2) weeks notice of the date, time and place of the meeting and, at the same time, circulate notice of the matter(s) to be discussed at the Special General Meeting.

8. FINANCE

8.1 The Treasurer 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 any 2 of the Office Bearers.

8.2 The Financial Year shall end on 31 March.

8.3 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 General Meeting.

8.4 The Parent Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.

8.5 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

9. CHANGES TO THE CONSTITUTION

9.1 The Parent Council may change its constitution after obtaining approval of a majority of members of the Parent Forum at the Annual General Meeting or a Special General Meeting.

9.2 Members of the Parent Forum will be sent a copy of any proposed amendment along with the notice of the calling of the Annual General Meeting or Special General Meeting.

10. DISSOLUTION

10.1 Should the Parent Council cease to exist any remaining funds will be passed to the Headteacher of Lanark Primary School to use or distribute to develop and engage in activities which support the education and welfare of of the pupils.

11. INTERPRETATION

11.1 Where reference is made to Lanark Primary School in this Constitution, that reference shall be taken to include the Nursery Section of Lanark Primary School

Approved at the Parent Council meeting held on 10 October 2016

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Chair

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Chair

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