

Parent Council Constitution

Strontian Primary and Nursery Parent Council Constitution

This is the constitution for Strontian School Parent Council.

1. The objectives of the Parent Council are:
 - To work in partnership with the school, the pupils and all the parents.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - 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.
 - To organise and co-ordinate fundraising; to apply for and receive grants; and to accept gifts for the benefit of the school.
2. The membership will be a minimum of three parents or carers of children attending the school, with a maximum of 9.
3. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be selected by the Parent Council on an annual basis.
4. The Parent Council will be selected for a period of 2 years, after which members may put themselves forward for re-selection if they wish. If a Council member's child finishes P7 before the end of their two years on the Council, they must step down when their child leaves. All the parents of children at the school can volunteer to be a member of the Council. Parents can take part in the selection process by submitting their name by post or email. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be selected by secret ballot. The parents will have 3 weeks to select their representatives in event of a ballot.
5. The Council may co-opt up to 3 people to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of 2 years.
6. The Parent Council is accountable to the Parent Forum for Strontian School and will make a report to it at least once each year on its activities on behalf of all the parents.
7. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee
 - selection of the new Parent Council
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
8. The Parent Council will meet at least once in every school term.
9. 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. The quorum for meetings will be 2/3rds of the membership of the Council.
10. Any 2 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 week's notice of date, time and place of the meeting.
11. 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 shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.
12. Copies of the minutes of all meetings will be available to all parents of children at Strontian School and Nursery and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.

13. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
14. 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 the Treasurer and one other Parent Council member.
15. 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. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
16. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
17. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school, where this continues.