

Market Place Primary School Parent Council Constitution

1. This is the constitution for “***Market Place 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.
 - To promote partnership between the school, its pupils and all its 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.
3. The membership will be a minimum of **four** parents or guardians of children attending the school. The maximum membership size shall be **fifteen**. Where possible there should be a parent of a child representing each of the year groups as follows:
 - Nursery & Primary 1
 - Primary 2 & 3
 - Primary 4 & 5
 - Primary 6 & 7
4. Membership of the Parent Council will be for a period of **three** years, after which they may put themselves forward for re-selection if they wish.

Any carer of a child at the school can volunteer to be a member of the Parent Council. Family Membership is available where a maximum of two named carers per family can be appointed to the committee but with only one vote.

In the event that the number of volunteers exceeds the number of places set out in the constitution, parents will be placed on a waiting list, priority (members will be selected first according to the stage of the school that they represent) will only be given in order to meet the representative requirements of paragraph 3.

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 Council.

The Parent Council may set up sub-groups to help achieve the aims and objectives of this constitution. It may be desirable, for example, to set up groups to facilitate fund raising, communications, extra curricular activities and social events for pupils, parents and staff. Any member of the Parent Forum may be part of any sub-groups set up by the Parent Council and the Parent Council shall endeavour to encourage as many parents as possible to participate. At least one member of any sub group will be a member of the Parent Council and will have responsibility for communicating between the sub group and the Parent Council.

5. The Parent Council may co-opt up to **four** members (one of which may represent teaching and support staff at the school and one of which may represent the Parent Teacher Association at the school if not already represented) to assist it in carrying out its functions.

The head-teacher of the school, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at the Parent Council meetings.

The number of parent members on the Parent Council must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of **three** years, after which time the Parent Council will review and consider requirements for co-opted membership.

6. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).

The Parent Council will be chaired by a parent or guardian of a child attending **Market Place Primary School**. If the child ceases to be a pupil, the role of the Chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

7. The Parent Council is accountable to the Parent Forum for **Market Place Primary School** and will make a report to it at least once each year on its activities on behalf of all the parents.

If **20%** 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 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(s).
- 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. Should a vote be necessary to make a decision, each member or family group member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any two 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 the date, time and place of the meeting.

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.

10. Copies of the minutes of all meetings will be available to all parents of children at **Market Place Primary School** and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office.
11. 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. For the avoidance of doubt it shall not be competent for the Parent Council to discuss issues of a personal nature concerning individual school pupils.

The Parent Council can choose to invite others to participate in its proceedings. This may include pupils, local councillors and representatives of religious organisations or any other person who in the opinion of the Parent Council is able to make a significant contribution to the work of the Parent Council. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

12. The Treasurer will open a bank or building society account in the name of the Parent Council for Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. 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. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
13. 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.
14. 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 (or schools), where this continues.