

KELVINDALE PRIMARY PARENT COUNCIL

CONSTITUTION

1. This is the constitution for Kelvindale Primary Parent Council.
2. Objectives: The objectives of the Parent Council are:
 - a. To work in partnership with the school staff and management to create an inclusive school that is welcoming for all parents and children.
 - b. To develop and engage in activities which support the education and welfare of the pupils
 - c. To promote partnership between the school, its pupils, its parents and the community
 - 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 raise funds to better provide for the education and development of the pupils

3. STRUCTURE

The Parent Council shall have a minimum membership of five people who are members of the Parent Forum. The maximum number of members of the Parent Council shall be twenty. The Parent Council has the authority to create other sub-groups to deal with subjects that it considers important in the furtherance of the Objectives. Other than the Parent Teacher Association ("PTA"), these sub-groups may be permanent or time restricted as decided at the time by the Parent Council.

- a) All sub-groups report to the Parent Council on their activities, and ultimately are subject to the Parent Council's authority.
- b) The Parent Council shall create a permanent sub-group called the PTA focussed on pursuing Objective 2 e.
- c) The membership of any sub-group will be a minimum of two members of the Parent Forum, with no maximum number. These sub-groups, apart from the PTA, must include at least one member of the Parent Council and may include non-members of the Parent Forum co-opted with the approval of the Parent Council.

4. OFFICE BEARERS

The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members by majority vote, immediately following its formation. Office bearers must be current members of the Parent Forum. If the child ceases to be a pupil, a new office bearer will be agreed at the next meeting of the Parent Council. Office bearers will be re-selected by the Parent Council on an annual basis and confirmed at the AGM of the Parent Forum (as described in section 8). Office bearers must have at least six months experience on the Parent Council with effect March 2008.

The Parent Council is free to pay for the services of a Clerk to the Council with funds provided by the Education Authority for that purpose and these funds shall be clearly shown in the accounts to the Council.

5. ELECTIONS

The Parent Council will be made up of at least one volunteer to represent each year group, selected as and when required, and confirmed annually at the AGM. If a year group fails to have a volunteer representative, then a volunteer from another year group may represent it.

Initially, to provide continuity on the Parent Council, parent members will serve for one, two or three years. This will ensure that at least one vacancy on the Parent Council arises each year (i.e. P1). Parents may stand for re-selection once their term has ended.

6. CO-OPTED MEMBERS

The Parent Council may co-opt members to assist with carrying out its functions. A minimum of two-thirds of the Parent Council will be made up of Parent Forum members and no more than one-third of the membership will be available for other co-opted members. Co-opted members will have a term of up to one academic year, ending after summer term. Co-opted members may be re-selected once their term has ended. Co-opted members can be drawn from any source deemed appropriate by the Parent Council including, but not limited to:-

- a) Teaching and support staff in the school
- b) Local councillors, and other similar elected representative
- c) Members of the wider local community and people with specific expertise that the council considers to be of value in its work.

7. ACCOUNTABILITY

The Parent Council is accountable to the Parent Forum of Kelvindale 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 members of the Parent Forum request a Special General Meeting to discuss issues falling within the Parent Council's remit, the Parent Council must arrange this as soon as reasonably achievable bearing in mind school holidays. The Parent Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the Parent Forum and Parent Council will be held in the Summer term of each year. The meeting will cover:

- a) a report of the work of the Parent Council and its committee(s) or sub-groups
- b) selection of the new Parent Council
- c) discussion of issues that members of the Parent Forum may wish to raise
- d) approval of the annual income and expenditure
- e) Constitutional Amendments provided these were proposed not less than three weeks in advance of the meeting
- f) Any other business deemed appropriate and within the powers of the Parent Forum.

9. PARENT TEACHER ASSOCIATION

The PTA shall be constituted of members of the Parent Forum and shall be responsible for regulating its own meetings and procedures, including the election of a management committee and office bearers, subject to overall supervision by the Parent Council. For the avoidance of doubt, members of the Parent Council may also be office bearers or management committee members of the PTA.

The PTA will provide an annual report at the AGM of the Parent Forum and Parent Council including details, if requested, of funds raised and expenditure incurred for the preceding year for approval.

The Parent Council, may direct the PTA to act or refrain from acting by majority resolution at any quorate Normal Meeting or AGM.

10. NORMAL MEETINGS

The Parent Council will meet once a month in every school term, or at such other frequency as they deem appropriate, but at least once per school term. Meetings may be called outside the agreed frequency during term time by any Office Bearer (section 4) provided at least one week's written notice is provided to each member (including email). Sub-groups will meet as and when required but at least once per term. Should a vote be necessary to make a decision

each parent member at the meeting will have one vote, with the chair having the casting vote in the event of a tie.

- a) A meeting shall be quorate provided that at least four elected members are present, one of which must be an Office Bearer. All members can vote whether Elected or Co-opted.
- b) In addition to the Elected and Co-opted members the Head Teacher of the school, or their representative, has a right and a duty to attend meetings of the Parent Council as an adviser to the Parent Council. The Head Teacher does not have a vote.
- c) 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 date, time and place of the meeting. The Parent Council has the right to decide whether or not the presence of the Head Teacher or representative is required at a requested special meeting if the subject to be discussed does not fall in to the remit of the duties and responsibilities of the Head Teacher.
- d) Meetings of the Parent Council shall be open to any member of the Parent Forum, 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/her representative, (providing it does not fall into the category outlined in c) above), can attend.

11. DISCIPLINARY MATTERS

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council or Parent Forum, the Parent Council has the power to terminate their membership. This requires that the majority of parent members agree at the next properly constituted Parent Council Meeting. Termination of membership would be confirmed in writing to the member within 7 days.

12. MINUTES

Copies of all the minutes will be available to all members of the Parent Forum and to all teachers at the school. Copies will be available on the school website, from the Chair of the Parent Council and from the school office.

13. ACCOUNTS

The Treasurer will open a single bank account or building society account in the name of the Parent Council for all Parent Council Funds. Withdrawals require the signature of any two of the Office Bearers.

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 AGM. The Parent Council income and expenditure statement will be examined a person independent of the Parent Council.

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

- a) The Treasurer may also, as instructed by the Parent Council, open additional accounts with a bank or building society for specific agreed purposes.
- b) Should the Parent Council cease to exist, any remaining funds will be passed to its legal successor body as indicated by Act of Parliament, whom failing the Education Authority (or its successor) to be used for the benefit of the school.

14. CONSTITUTIONAL AMENDMENTS

The Parent Council may change its constitution after obtaining consent from the majority of the members of the Parent Forum at the AGM or when required. Any decisions will only be valid if the majority of those that vote are in favour.

Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposals.

The Parent Forum is defined as:

- resident parents
- non-resident parents who are liable to maintain or have parental responsibilities for a child
- carers who can be parents
- others with parental responsibilities e.g. foster parents, relatives and friends who are caring for children under supervision arrangements, close relatives, such as siblings or grandparent caring for children who are not looked after or are under home supervision arrangements.