

DEDRIDGE PRIMARY & GLENVUE NURSERY PARENT COUNCIL CONSTITUTION

Name

Dedridge and Glenvue Parent Council (in this document Parent will be defined as meaning Parent, Carer or Caregiver)

Aims

- a) To promote close co-operation and communication between parents and teachers;
- b) To promote equality and fairness;
- c) To study and discuss matters of mutual interest relating to the education and welfare of pupils;
- d) To engage in activities which support and advance the education of pupils attending the school/nursery.

Powers

The Parent Council shall have the power to do anything considered by them to be the furtherance of the aims of the school/nursery but remembering that they are there to represent the views of the Parent and Nursery Forum.

Members

The membership consists of parents/carers of children attending Dedridge Primary School and Glenvue Nursery as selected by the Parent Forum.

Annual General Meeting

The Annual General Meeting (AGM) shall be held in June each year. The Notice calling the meeting shall be sent to parents at least two weeks in advance.

The business shall include:-

- a) The work of the Parent Council;
- b) Approval of the Accounts;
- c) Any resolutions submitted by the Parent Forum;
- d) Election of the Office Bearers;
- e) Election of Members to serve on the Parent Council;
- f) Head Teacher's (or representative) report;
- g) Report of the Chairperson;
- h) Changes/additions to Constitution.

At all of the general meetings, voting shall be on the basis of one vote per parent/full Parent Council Member present at the meeting.

At all of the general meetings the quorum (minimum amount of Members to make and decisions valid) shall consist of one Member and two Office Bearers.

The Parent Council or three Members of the Parent Forum shall have the power to call an Extraordinary General Meeting.

Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The Parent Council may include other members of the school community to fill a vacancy occurring between AGM's. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Treasurer and such others as may be required, these positions are to be filled by parents in the first instance. The Office Bearers may if they choose, continue in their position. In the event that no other person applies for the position or there are not enough members to fill the position even if they no longer have children at the school/nursery this will be a rolling one year appointment (this can run over multiple AGM's/years) until there is a person willing to take the Office Bearers position at the next AGM or whenever the Office Bearer would like to swap over position with the replacement whichever comes first.

The Headteacher or his/her representative has a right and duty to attend meetings of the Parent Council (this is written into legislation) unless school duties clash with meeting in this instance school duties must take precedence.

The Parent Council may co-opt up to 10 people to help carry out its functions. The co-opted Members shall retire at the AGM but shall be eligible to be co-opted for a further term during the following meeting if they are unavailable to attend the AGM in person.

Each Member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberating and casting vote – one vote as a Parent Council Member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reason may be deemed to have retired from the Parent Council. Members acting against the aims of the Parent Council may be removed following an EGM.

In order to support events all Parent Council Members must complete and hand into the school a PVG application (or whichever child safety checks that the school/West Lothian Council deem necessary), within three months of becoming a Member and if this is not done can be removed from the Parent Council at the first formal meeting after the three months. If an application is returned as refused from Disclosure Scotland (PVG) (or whichever governing body is being used at the time) then the Member could be removed from the Parent Council straight away.

Meetings

Meetings of the Parent Council shall be held as required every month during term time. All Parent Council Meetings shall be open and any parent of the Parent Forum may attend although they will not have voting rights.

Finance

The funds of the Parent Council shall be lodged in a bank or building society in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signature of at least two named Parent Council Members (not to include co-opted Members).

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance three weeks before the AGM.

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

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed changes shall be specified in the Notice calling the meeting and be approved by a majority vote.

Dissolution

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school/nursery.