

Frogston Primary School Parent Council Constitution

AIMS

- a) to promote close co-operation and communication between parents and school staff
- 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

POWERS

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

NUMBER OF MEMBERS

The membership consists of parents/carers of children attending Frogston Primary School as selected by the Parent Forum. There is currently no cap on the number of members permitted to join.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in October each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:-

- 1) the work of the Parent Council
- 2) approval of the accounts
- 3) appointment of an individual who will review the annual accounts d) any resolutions submitted by the Parent Forum
- 4) election of members to serve on the Parent Council

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

At all general meetings the quorum shall consist of 4.

The Parent Council or 2 of the Parent Forum shall have 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. Parents shall always form the majority of the Parent Council. The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

Although there is no requirement to have office bearers, there are clear tasks that have to be done. It is possible to have office bearers elected at the AGM but the advantage of having them appointed by the Parent Council is that if someone has to stand down during the year, a replacement can be appointed without having to call an Extraordinary General Meeting.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council, (this is written in legislation). The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

The Parent Council may co-opt up to 4 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further Term. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents whose children have now left the school or local community members.

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 deliberative and casting vote – one vote as a PC member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary/PC clerk 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/apologies may be deemed to have retired from the Parent Council.

MEETINGS

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council four shall form a quorum.

A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance.

All Parent Council meetings shall be open and any member 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, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

If there is a Parent Council clerk then they may be added to this clause.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of, or related to, a member of the Parent Council and whom everyone trusts.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied 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 change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.