

## **This is the constitution for Machanhill Primary School Parent Council**

**Machanhill Parent Council is constituted under the powers allocated by the Scottish Schools (Parental Involvement) Act 2006.**

### **(1) Our Objectives**

- 1.1 The objectives of Machanhill Primary School Council are:
- To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers.
  - To promote partnerships between the school, its pupils and all its parents and carers.
  - To develop and engage in activities which support the education and welfare of the pupils.
  - To identify and represent the views of parents and carers on the education provided for the school and other matters affecting the education and welfare of the pupils.
  - To promote partnership links between Machanhill Primary School and the wider community.
  - To promote partnership links between Machanhill Primary School and other schools within the Larkhall Learning Community and beyond.

### **(2) Membership of the Parent Council**

- 2.1 Members of the Parent Council will be drawn from the parents, guardians and carers of pupils. Places will also be available for staff representatives, a representative from the Pupil Council and local community representatives.
- 2.2 Should there be more than one P7 serving on the Pupil Council, they will be invited to attend Parent Council Meetings on alternate dates.
- 2.2 Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names from a hat.
- 2.3 The Parent Council will ideally be made up of : two representatives from the Nursery and a minimum of two representatives from the primary school up to an overall maximum of thirty parents.
- Two staff members (these can be teaching or support staff members).
  - One community police representative.
  - One church representative.
- The minimum number of parents required would be four.
- 2.4 The Parent Council will have the power to form and dissolve sub-committees for different purposes e.g. fundraising.
- 2.5 The Parent Council may co-opt up to two members to assist it with carrying out its functions.

- 2.6 The number of parent members on the Parent Council must always be greater than co-opted members.
- 2.7 The head teacher has a right and duty to be represented at all meetings.

### **(3) Period of Tenure**

- 3.1 The Parent Council will be selected for a period of two years.
- 3.2 After this period parents may put themselves forward for re-selection if they wish provided their child still attends Machanhill Primary School.
- 3.3 Should a vacancy occur, members of the Parent Forum will be offered the opportunity to apply for selection to the Parent Council as appropriate.
- 3.4 A parent member will be required to resign from the Parent Council in the event of his/her child leaving Machanhill Primary School.
- 3.5 Should a member fail to attend three consecutive meetings without giving good reason s/he will be deemed to have resigned from the Council
- 3.5 Co-opted members will be invited to serve for a period of two years after which time the Parent Council will review and consider requirements for co-opted membership.
- 3.6 Should a member of the Parent Council wish to resign at any other time, s/he will be asked to confirm this intention in writing.

### **(4) Office Bearers**

- 4.1 The Parent Council will elect a Chairperson and Treasurer immediately on its formation.
- 4.2 The Parent Council will be chaired by a parent member.
- 4.3 If the Chairperson's child ceases to be a pupil, the role of Chairperson will be rotated around parent members of the Parent Council until a new chairperson is appointed at the annual meeting.
- 4.4 Office bearers will, thereafter, be subject to re-selection at each Annual Meeting.
- 4.5 The Parent Council will appoint a Clerk to provide administrative support.

### **(5) Meetings**

- 5.1 The Parent Council will meet at least once in every school term.
- 5.2 Should a vote be necessary, each parent member at the meeting will have one vote with the Chairperson having a casting vote in the event of a tie.
- 5.3 In the event of the chairperson's absence the duties will be performed by the parent members of the Council on a rotational basis.
- 5.4 For voting purposes, a quorum would be half of the current parent membership of the Parent Council.
- 5.5 Any two parent 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 venue of the meeting.
- 5.6 The Parent Council is accountable to the Parent Forum for Machanhill Primary School and will make a report to it at least once each year on its activities on behalf of the parents.
- 5.7 If eight members of the Parent Forum request a special general meeting to discuss issues falling within the Parent 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.
- 5.8 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 the parent members agree. Termination of membership would be confirmed in writing to the member.
- 5.9 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 headteacher, or his/her representative, can attend.
- 5.10 Copies of the minutes of all meetings will be available to all parents and carers of children at Machanhill Primary School and to all staff at the school. Minutes will be displayed on the Parent Council notice board and on the school website.  
Copies will be available from the clerk to the Parent Council and from the school office.

#### **(6) Annual Meeting**

- 6.1 The Annual Meeting will be held on a suitable date between the spring holiday and the end of May each year.

- 6.2 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.
- 6.3 The meeting will include the following :
- A report of the work of the Parent Council and its Committee(s).
  - Selection of the new Parent Council where appropriate.
  - Selection/re-selection of office bearers where appropriate.
  - Discussion of issues that members of the Parent Forum may wish to raise.
  - Approval of the accounts and appointment of the auditor.
- 6.4 For voting purposes at the Annual General Meeting, ten members of the Parent Forum will be considered a quorum.

#### **(7) Funds**

- 7.1 The Treasurer will open a bank 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.
- 7.2 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 an independent person appointed at the previous Annual Meeting.
- 7.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 7.4 Should the Parent Council cease to exist, any remaining funds will be passed to the education authority or school fund for the benefit of the school, where this continues.

#### **(8) The Constitution**

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.