

Craigentenny Primary School Parent Council

CONSTITUTION

- 1) The objects of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all.
 - To promote partnership between school staff, its pupils and its parents/carers.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- 2) The Parent Council consists of a minimum of three parents/carers of children attending the school. There is no maximum number of Parent Council members. Ideally each year group is represented by one parent/carer, resulting in at least eight members in total.
- 3) The Parent Council can invite co-opted members from the community.
- 4) The members of the Parent Council will be elected by the Forum members at the Annual General Meeting (Nominations Meeting) held in September of each year. The term time is one year. A re-election is possible as long as the candidate's child is a pupil at the Craigentenny Primary School.
- 5) The Chair, optional Vice Chair, Secretary and Treasurer of the Parent Council have to be members of the Parent Council. They will be elected by the Forum members at the Annual General Meeting. The term time is one year. A re-election is possible as long as the candidate is member of the Parent Council.
- 6) The Parent Council is accountable to the Parents Forum for Craigentenny Primary School. It will notify all parents/carers of meeting dates. It will make notes from its meetings accessible to all parents/carers and school staff.
- 7)
- 8) There will be six meetings per year held in: September - Annual General Meeting (AGM), Nominations Meeting), October, December, February, April and June. Dates will be issued at the September AGM.
- 9)

10) At the Annual General Meeting all attending members of the Parent Forum have the right to vote. At the Parent Council meetings all attending Forum members and the co-opted members have the right to vote.

11)

12) The meetings of the Parents Council are open to all parents/carers of ~~the~~ Craigentenny Primary School unless there is an item of a confidential nature. Any agenda items to be discussed should be referred to the Chairperson, a Parent Council member or the school office at least one week before the meeting date (a notice board/box will be provided at the school office).

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13) The Parents Council will invite representatives of the Pupils Council to attend at least one meeting per year.

14) The Parents Council may form subgroups which are responsible for specific areas. Only the leading person of the subgroup has to be a member of the Parents Council. The PTA can decide to be such a subgroup or to run independently, parallel to the Parent Forum.

15) Trained members of the Parent Council may be asked to participate in recruitment if required.

16) 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.
- 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 ~~AG~~Annual Meeting.
- The Parent Council accounts will be audited by the auditor appointed at the previous ~~AG~~Annual Meeting.
- The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

17) The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.

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18) 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 where this continues.

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