



Roslin Primary School Parent Council Constitution – Amended September 24, 2020

1. This is the constitution for Roslin Primary School Parent Council.

2. The objectives of the Parent Council (PC) are:

- To work in partnership with the school to create a welcoming environment which is inclusive for all parents* and pupils
- To promote partnership between the school, its pupils, its parents and the wider community
- To develop and engage in activities which support and advance the education and welfare of the pupils
- 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.
- To manage fundraising and social events with the aim of providing extra resource and enhanced sense of community

3. The membership will be a minimum of eight parents of children attending the school. The maximum size is thirty excluding co-opted members.

4. Each member of the Parent Council will serve a term of three years (or less if personal circumstances dictate) after which they may put themselves forward for re-selection if they wish.

- Any parents of a child at the school may put themselves forward to be a member of the Parent Council. Nominations will be sought in the May of the first year and then annually at the time of Annual General Meeting (AGM). In the event that the number of nominees exceeds the number of places set out in the constitution, members will be selected by an election process with voting cast by simple majority.

5. The Parent Council will be made up of Parent Forum members as per Connect guidelines and may be extended to include other co-opted members including teaching and support staff in the school, members of the wider local community and people with specific expertise that the Parent Council considers to be of value in its work.

- The number of parent members on the Parent Council must always be greater than the number of co-opted members.
- Co-opted members will be invited to serve for a period of three years, after which time the Parent Council will review and consider requirements for co-opted membership.

6. The chairperson, secretary and treasurer will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis at the

AGM and their roles and responsibilities will be as per Connect guidelines. No member shall hold more than one office at any one time.

- Office bearers will serve a maximum of two years in post unless re-elected at the AGM
- The Parent Council will be chaired by a parent of a child attending Roslin Primary School. If the child ceases to be a pupil, a new chairperson will be agreed at the next meeting.

7. The Parent Council is accountable to the Parent Forum of Roslin Primary School and will make a report on its activities on behalf of all the parents at least once each year at the AGM and at other times as appropriate.

- Parents can raise an issue for consideration for inclusion on the agenda in person at the Parent Council meeting or by talking or writing to a Parent Council member or to the Head Teacher. Items raised at meetings may be discussed then if time allows or will be put on the agenda for the following meeting.
- 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 shall arrange this. The Parent Council shall give all members of the Parent 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. The Annual General Meeting will be held once each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its working groups
- Approval of the accounts and appointment of an auditor
- Selection of the new Parent Council and election of office bearers
- Discussion of issues that members of the Parent Forum may wish to raise
- After the Parent Council is formed, names and contact details will be circulated to the Parent Forum and, thereafter, each year after the Annual General Meeting.

9. The Parent Council will meet at least once in every school term plus the AGM (minimum of 4 times per year) and must have a quorum of five members.

- Should a vote be necessary to make a decision, each full Parent Council member at the meeting will have one vote and the decision will be made by simple majority. In the event of a tie the chairperson will have the casting vote.
- 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 the date, time and place of the meeting.
- If a Parent Council member acts in a way that is considered by other members to breach the Parent Council's legal responsibilities or undermine its aims and objectives, their membership will be terminated if the majority of Parent Council members agree. Termination of membership would be confirmed in writing to the member. He/she will have the right to appeal to the Director of Education. An appeal should be notified in writing within 14 days and a hearing should take place within 28 days.

- Any member of the Parent Council unable to attend a meeting should notify the Secretary or ask another member to give their apologies. If a member fails to attend three consecutive meetings without apology/reason, they may be deemed to have retired from the Parent Council.

10. The secretary/clerk of the Parent Council shall be responsible for preparing accurate minutes of all Parent Council meetings

- Copies of the minutes will be available to the Parent Forum and to all teachers at the school. The minutes will be posted on the school website or a copy can be requested from the secretary/clerk of the Parent Council and from the school office.

11. Meetings of the Parent Council shall be open to 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, can attend.

12. The Parent Council will liaise with the Pupil Council.

- The Parent Council may establish working groups made up of full or co-opted members to oversee specific activities to advance the aims of the Parent Council. These working groups are required to feedback to the Parent Council and agree events and/or expenditure with the Parent Council as a whole ideally at a meeting or, if required, by e-mailing all members for comment or approval.

13. The treasurer will open a bank or building society account in the name of Roslin Primary School Parent Council for all funds. Cheques and withdrawals will require the signature of the treasurer and one other authorized signatory.

- The treasurer will keep an accurate record of all income and expenditure, and will prepare a summary of this for each Parent Council meeting and a full account at the AGM. The Parent Council accounts will be audited by an independent auditor appointed at the previous AGM.
- The Parent Council as a whole shall be responsible for deciding how all funds are used in accordance with the aims of the Parent Council. The treasurer will authorize and arrange working expenditure for fundraising events as required.

14. The Parent Council may change its constitution after obtaining consent from the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and will be given a reasonable time to respond to the proposal.

15. Should the Parent Council cease to exist, any remaining funds will be passed to the senior management team of Roslin Primary School to be used for the benefit of the school only.

* The term parent(s) includes guardian(s) throughout the document.