Crawforddyke Primary & Nursery Parent Council Constitution

Constitution

1. This is the constitution for Crawforddyke Primary School and Nursery Parent Council.

2. The objectives of the Parent Council are:
   a. To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers.
   b. To promote partnership between the school, its pupils and all its parents/carers.
   c. To develop and engage in activities which support the education and welfare of the pupils.
   d. To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

3. The membership will be a minimum of 9 parents / official guardians of children attending the school.

   A quorum of 7 Parent Council members (including 1 office bearer) must be present at any Parent Council meeting where decisions will be made or a vote taken.

4. Any parents or legal guardians of a child at the school or nursery can volunteer to be a member of the Parent Council at the AGM or at a Parent Council meeting.

   The Parent Council will seek to have a balanced representation from the school.

5. The office bearers will be, Chairperson, Secretary, Treasurer and Fundraising Coordinator. Office bearers will be selected by the Parent Council every 3 years at the AGM or, if a vacancy occurs, at the next Parent Council meeting.

6. The Parent Council may co-opt up to 5 members, who are not members of the Parent Forum, to assist it with carrying out its functions, however, the number of parent members must always be greater than the number of co-opted members.

   Co-opted members will be invited to serve for a period of 3 years, after which time the Parent Council will review and consider requirements for co-opted membership.

   A co-opted member cannot be the Chairperson.

7. Should any Parent Council member no longer have a child attending the school then their membership will stop immediately.

8. The Parent Council is accountable to the Parent Forum for Crawforddyke Primary School and will make a report to it at least once each year at the AGM on its activities on behalf of the Parent Forum.

9. The Annual General Meeting (AGM) will be held once in each school year, normally in September. 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. A report on the work of the Parent Council and any sub-groups.
b. Selection of new Parent Council members and re-selection of Parent Council members who have served for 3 years.
c. Discussion of issues that members of the Parent Forum may wish to raise.
d. Approval of the accounts and confirmation accounts have been audited.

10. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member and co-opted member at the meeting will have one vote, with the meeting chair having a casting vote in the event of a tie.

11. Any parent member or co-opted member can chair a meeting of the Parent Council, at the request of the Chairperson, if the Chairperson is unavailable.

12. 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 2 weeks notice of date, time and place of the meeting.

13. If a Parent Council member acts in an inappropriate manner or in any 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 all Parent Council members agree. Termination of membership would be confirmed in writing to the member.

14. Copies of the approved minutes of Parent Council meetings will be available to all members of the Parent Forum and to all teachers at the school, by request to the Secretary of the Parent Council or the school office. Copies of approved meeting minutes will also be posted to the Parent Council section of the school website.

15. Meetings of the Parent Council shall be open to the Parent Forum unless the Parent Council is discussing an agenda item 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 their representative, can attend for that agenda item.

16. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other office bearer. 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 AGM. The Parent Council accounts will be audited by the auditor appointed at the previous AGM. 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. Members of the Parent Forum will be sent a copy of any proposed amendments (usually sent home with pupils) and given reasonable time (typically 2 weeks) to make any comments.

18. Should the Parent Council cease to exist, any remaining funds will be passed to the Head Teacher to be used for the benefit of the school, where this continues.