

Clermiston Primary School Parent Council

Drafted 09.05.07. Version 4 – 19.05.07

1. This is the constitution for Clermiston School Parent Council.
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school.
 - To promote partnership between the school, its pupils and all its parents and carers and the community.
 - To develop and engage in activities which support the education and welfare of the pupils including fund-raising and social events.
 - 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 advise the education authority when making senior school appointments.
3. The parent council will consist of office bearers, as defined in clause 6, and distinct groups, one covering parental representation and school policy (the main Council), one covering fund raising and other social activities, and other working groups as directed by the Parent Council or Parent Forum. Membership of these groups is not mutually exclusive.

The minimum number of members of the Parent Council is 4 parents or carers of children attending the school. The target membership for parental representation group is 1 per year group, with a maximum of 24.

4. Any parent or carer 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, the parent representatives will job share by year group.
5. The Parent Council may co-opt members of the Parent Forum or Pupil Council to assist it with carrying out its functions, as required. The Parent Council may co-opt a member of the community council, a local councillor and a local religious representative. The Parent Council will attempt to co-opt teaching and support staff representative(s).
6. The Chair, Secretary, Treasurer and Fund-Raising Organiser of the Parent Council will be appointed by the Parent Council members at a meeting held immediately following its formation. The Parent Council will be chaired by a parent/carer of a child attending Clermiston School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. The Parent Council can if they wish appoint a Clerk. The Parent Council may appoint a public relations person (to oversee communication with parents, carers and the community).
7. The office bearers will normally serve for a maximum of 3 years before stepping down for one full year. However at the end of the 3 years the Parent Council may invite them to continue in office. Co-opted members will serve for the current school session, but may be co-opted again in subsequent years.
8. The Parent Council is accountable to the Parent Forum for Clermiston School and will make a report to it at least once each year on its activities on behalf of all the parents.
9. If 25 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the 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.

10. The Annual Meeting will be held in May of each year. 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. The meeting will include:
 - a report on the work of the Parent Council and its office bearers
 - selection of the new Parent Council
 - discussion of issues that members of the Forum may wish to raise
 - Approval of the accounts and appointment of the auditor.
11. The Parent Council will meet at least once in every school term.
12. At a Parent Council meeting, should a vote be necessary to make a decision, each parent member of the Parent Council will have one vote, with the Chair having a casting vote in the event of a tie. Co-opted members will not have a vote.
13. Any 2 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 place of the meeting.
14. Copies of the minutes of all meetings will be available to all parents of children at Clermiston School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
15. Meetings of the Parent Council shall be open to all members of the Parent Forum and the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head teacher, or his or her representative, can attend.
16. If a Parent Council members 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 parent members agree. Termination of membership would be confirmed in writing to the member.
17. 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 Parent Council office bearer.
 - a. 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 the auditor appointed at the previous Annual Meeting.
 - b. The Fund Raising Organiser will chair that group, which may wish to hold its' own meetings to plan and organise events. The fund raising group will appoint a member to liaise and report to the Parent Council meetings.
 - c. Each sub-group will appoint a member to report to the Parent Council meetings as appropriate.
18. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
19. 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.
20. 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.