

Frogston Primary School Parent Council Constitution

1. Name

The Parent Council shall be known as the Frogston Primary School Parent Council (often simply referred to as the FPC).

BACKGROUND

The Parent Council is constituted in accordance with the Scottish Schools (Parental Involvement) Act 2006. It represents, and is accountable to, the Parent Forum. Hereafter in this constitution, the term:

- *Parent Forum* comprises of all parents, carers and guardians of the pupils at Frogston Primary School and Frogston Early Learning and Childcare;
- ‘parent(s)’ refers to parent(s), carer(s) and legal guardians(s) of pupils at the School and Nursery; and
- ‘School’ refers to Frogston Primary School and Nursery.

Some acronyms that might recur in the constitution are:

- PC as Parent Council
- PF as Parent Forum
- AGM as Annual General Meeting
- EGM as Extraordinary General Meeting

2. Aims

Frogston Parent Council aims to:

- a) representing the views of parents;
- b) promoting close co-operation and communication between parents and school staff;
- c) promoting equality and fairness;
- d) the study and discussion of matters of mutual interest relating to the education and welfare of pupils;
- e) engaging in activities which support and advance the education of pupils attending the school; and
- f) align with the Frogston Primary School values of *Inclusivity, Equality, Nurture, Respect, Kindness*. This should drive the interaction among our members and the decision process. As parents/carers our actions are examples to our children (and community) that we want to support to achieve their potential in the collaboration with the school.

3. Powers

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

4. Membership

The membership of the Parent Council consists of parents/carers of children attending Frogston Primary School and Nursery and selected by the Parent Forum.

5. Annual General Meeting

The Annual General Meeting (AGM) shall be usually held in October each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:

- a) the work of the Parent Council (often as reports from the Chair and the Treasurer);
- b) approval of the accounts;
- c) appointment of an individual who will review the annual accounts;
- d) any resolutions submitted by the Parent Forum; and
- e) election of members to serve on the Parent Council.

At all AGMs, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all AGMs, the quorum shall consist of 6 parents/carers.

6. Parent Council Membership

Members of the Parent Council shall be appointed at the AGM or at the following PC meeting if agreed at the AGM. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. There will also be appointed Class Representatives - at least one per class - including Early Years. The office bearers will be elected by the Parent Council at the AGM. If not identified at the AGM then at the first meeting after.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

If the Headteacher is unable to attend, he or she may send a representative. The meeting can still go ahead if neither the Headteacher nor a representative can attend.

The Parent Council may co-opt up to four persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents whose children have now left the school or local community members.

VOTING: Each parent/carer member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

If a member of the PC resigns from their role, the PC has the right to elect a person that qualifies with the role, with no need to call an EGM.

7. Ordinary Meetings

Meetings of the Parent Council shall be held as required, and at least one per term. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Parent Council six PC members shall form a quorum.

All Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

8. Extraordinary General Meeting

A single member of the Parent Council or 6 members of the Parent Forum shall

have power to call an Extraordinary General Meeting.

For quorum, voting, agenda, etc. refer to section 6 and 7.

9. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments must be signed off by at least two named PC members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Treasurer should report on finances at every meeting.

The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of, or related to, a member of the Parent Council and who is 'independent' from the PC.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

The Parent Council should decide how the money they have raised is spent. Any request for resources from the PC needs to be submitted completing a specific form providing reasons and use of the resources. For requests less than £150, the committee shall have the decision power to fund or not to fund. For requests beyond £150 the PC will discuss it at the PC meeting. Funding requests for items over £500 will be shared 2 weeks before the next parent council meeting to allow for consultation with the parent forum, the staff and pupils. Fundraising should not be used for core educational provision.

10. Changes to the Constitution

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present.

The timing for appropriate notification and PF members' response applies as for the Ordinary Meetings (section 7).

This constitution can be changed by a show of hands at the AGM or an EGM where required.

Notification of the proposed changes should be circulated to the Parent Forum and members of Parent Council by appropriate non-verbal means at least 14 days in advance of the meeting.

Parent Forum members shall have the right to respond to the proposed change by appropriate non-verbal means until two days before the meeting at which the motion is to be tabled.

11. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to the Local Education Authority to use for the benefit of the school.