

Constitution of the Parent Council of Gordon Primary School, Huntly.

This is the constitution for Gordon Primary School Parent Council

Definitions

- a) *In this document the term "Parent" applies to all parents, guardians and carers with parental rights and responsibilities for children attending Gordon Primary School.*
- b) *Parent Forum – all parents of children attending Gordon Primary School.*
- c) *Parent Council – a voluntary group of parents representing the parent forum of Gordon Primary School.*

1. Aims and Objectives

1. To work in partnership with the school to create a welcoming school which is inclusive to all parents.
2. To promote partnership between the school, its pupils and their parents.
3. To develop and engage in activities which support the education and welfare of the pupils
4. The Parent Council will work in collaboration with the school on the development and delivery of the School Improvement Plan including implementing the recommendations of HGIOS 4. <https://education.gov.scot/improvement/Documents/HGIOURS-Part2.pdf>
5. 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.
6. The Parent Council is accountable to the Parent Forum for Gordon Primary School and will make a report on its activities at least once each year.

2. Membership

1. The membership will be a minimum of five parents of children attending the school.
2. The maximum size is eighteen
3. Elections to the parent council will take place at the AGM. An e-mail will be circulated to the Parent Forum in advance of the AGM inviting all parents to attend or put their names forward (to the school, by e-mail/letter/in person) for inclusion on the Parent Council if they are unable to attend.
4. The Parent Council will serve for a period running from AGM to AGM and will be eligible for re-election.
5. Any parent of a child at the school can volunteer to be a member of the Parent Council. Where the number of volunteers exceeds the maximum size set out above, members will be selected by election of those in attendance. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.

3. Co-Opted Members

1. The Parent Council may co-opt members to assist it in carrying out its functions. The number of co-opted members may not exceed the number of members of the Parent Council.
2. Co-opted members will be invited to serve for a period of up to one year (AGM to AGM), after which time the Parent Council will review the requirements for co-opted members.
3. Co-opted members will not have voting rights on the parent council.
4. The Parent Council will endeavour to work alongside the PTA and PTA members are invited to attend the Parent Council meeting.

4. Office Bearers

1. The Chair, Vice-chair, Treasurer and Secretary (if no Clerk is available) of the Parent Council will be agreed by the Parent Council members immediately following its formation. Thereafter, office bearers will be selected by the Parent Council annually, at the Annual General Meeting (AGM) of the Parent Council.
2. The Parent Council will be chaired by a parent of a child attending Gordon Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
3. The Clerk to the Parent Council will not be a member of the Parent Council but will be paid an annual honorarium as agreed with Aberdeenshire Council. If a Clerk is not available, a member of the Parent Council may be elected to act as Secretary. This member is not entitled to claim the honorarium.

5. Treasurer

1. 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 member.
2. The Treasurer will keep an accurate record of all income and expenditure and provide a full account for the Annual General Meeting.
3. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the aims and objectives of the Parent Council.

6. Termination of Membership

1. If a Parent Council member acts in a way that is considered by other members to undermine the aims and objectives of the Parent Council, their membership can be terminated provided that the majority of the other members agree.
2. Termination of membership would be confirmed in writing.

7. Meetings

1. The Parent Council will meet at least once in every school term.
2. The quorum of any meeting will be three.
3. The minutes of all meetings will be made available to the Parent Forum and to all teachers at Gordon Primary School. Copies can be obtained from the Clerk to the Parent Council, the school office, the Gordon Primary Parent Council Facebook Page, and the school web-site.
4. The Head Teacher of the school has a right and a duty to attend meetings of the Parent Council or to be represented. (They attend in an advisory capacity and do not have voting rights unless these are given by the Parent Council/Parent Forum)
5. A member of the Parent Council failing to attend three consecutive meetings without apologies may be deemed to have retired from the Parent Council.
6. Should at least fifty percent of the Parent Council request that an additional meeting be held, all members of the Parent Forum will be given reasonable notice of the date, time and place of the additional meeting.
7. Meetings of the Parent Council shall be open to the public, unless the Parent Council considers the matter being discussed to be of a confidential nature. In such circumstances, only members of the Parent Council and the Head Teacher, or their representative, may attend.

8. Annual General Meeting (AGM)

1. The Annual General Meeting will be held in September/October 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) A report on the work of the Parent Council and its sub-groups.
 - b) A discussion of issues raised by the Parent Forum.
 - c) Approval of the accounts.
 - d) Selection of a new Parent Council.
2. The quorum of the AGM shall be five.
3. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

9. Extraordinary General Meeting

1. 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 two weeks notice of the date, time and place of the meeting.

10. Confidentiality

1. The work of the Parent Council will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum.
2. Matters relating to issues of a confidential nature will not be reported in an 'open' minute but will be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.
3. Data held as part of a Parent Council's work should be held under appropriate GDPR (EU) 2016/679 guidance.
4. Matters relating to individual teachers, children, and parents will NOT be the subject of discussion at Parent Council Meetings.

11. Constitution

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

12. Dissolution

1. Should the Parent Council cease to exist the Parent Forum will have 8 weeks to form a new Parent Council before any remaining funds will be passed to Aberdeenshire Council education department to be used for the benefit of Gordon Primary School.