

## **Parent Council Constitution**

1. This is the constitution for Meadowburn Parent Council.
2. The objectives of the Parent Council are:
  - To work in partnership with the school to create a welcoming school that is inclusive for all parents;
  - To promote partnership between the school, primary classes, Gaelic classes and nursery classes, its pupils and its parents;
  - To develop and engage in activities which support 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.
3. The membership will be a minimum of five who can be parents or guardians of children attending the school or people the Parent Council co-opts. The maximum size is twelve members.
4. Members of the Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. All the parents of children at the school will be invited to take part in the selection process. This will be communicated via the school post. Any parents 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, a random selection process will be used to select the Parent Council members.
5. The Parent Council may co-opt a maximum of four members but the number of parent members on the Parent Council must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of two years. Parent Council co-opted members should include at least one member of Meadowburn School staff and at least one community member.

6. The Chair, Vice-Chair and Secretary of the Council will be agreed by the Parent Council members immediately following its formation.

Office bearers will be re-selected at the Parent Council on an annual basis (at the annual meeting of the Parent Forum). The Parent Council will be chaired by a parent member. If the chair ceases to be a pupil, a new Chair will be agreed at the next meeting.

7. The Parent Council is accountable to the Parent Forum for Meadowburn School and will make a report to it at least once each year on its activities on behalf of all the parents.

If 40 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.

8. The Annual Meeting will take be held in June 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 4 weeks in advance. The meeting will include:

- A report on the work of the Parent Council and any committee(s);
- Selection of the new Parent Council if appropriate;
- Discussion of issues that members of the Parents Forum may wish to raise.

9. The Parent Council will meet at least six times during the school year.

Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.

Any three 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 date, time and place of the meeting.

10. Copies of the minutes of all meetings will be available to all parents of children at Meadowburn Primary School, including the nursery, and to all staff at the school. Copies will be available from the Secretary of the Parent Council, from the school office and from the school website.
11. Meetings of the Parent Council shall be open to the public, 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 headteacher, or his or her representative, can attend.
12. 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.
13. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Meadowburn Primary School.