

## Constitution

### **Name**

St Margaret's RC Primary School Parent Council.

### **Aims**

The Advancement of Education, which will be achieved by the following methods:

Promote close co-operation and communication between parents and teachers

To study and discuss matters of mutual interest relating to the education and welfare of the pupils

To engage in activities which support and advance the education of pupils attending the school

### **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.

### **Members**

The membership consists of parents/carers of children attending St Margaret's RC Primary School as selected by the Parent Forum.

### **General Meetings**

The Annual General Meeting (AGM) shall be held in March. At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting. At all general meetings the

quorum shall consist of 5 – 15. The Parent Council or 5 - 15 of the Parent Forum shall have power to call an Extraordinary General Meeting.

### **Parent Council Membership**

Members of the Parent Council shall be appointed at the first Parent Council meeting following the AGM or at the first Parent Council meeting following their child joining the school. 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. The office bearers will be elected by the Parent Council at the AGM in March and they will be elected for a one-year term and be eligible for re-election.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

Each 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. 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.

## **Meetings**

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form a quorum.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

## **Finance**

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the St Margaret's RC Primary Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council 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 before the AGM and the accounts shall be reviewed by an individual appointed by the Parent Forum. All accounts

will be examined and uploaded to OSCR, as per charity guidelines, by the Treasurer.

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.

### **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 those present.

### **Dissolution**

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary, providing the funds continue to be used for the advancement of education.

## Change Log

<b>Change proposed</b>	<b>Change made</b>	<b>Date</b>
Make it so parents can join outside of the first meeting after the AGM as this prohibited P1 or new parents joining as the AGM falls in March and P1 parents join school in August.	Addition of the following words on when a parent can join the parent Council "or at the first Parent Council meeting following their child joining the school".	Proposed AGM - 30 March 2021 Motion confirmed and carried with precise wording at EGM 27 August 2021