



Bankhead Primary School Parent Council Constitution

Date agreed: 01 June 2020

1. This is the constitution for Bankhead Primary School Parent Council.
2. The objectives of the Parent Council are to:
 - to develop and engage in activities which support and advance the education and welfare of pupils attending the school
 - represent the views of all parents* and report back to the parent forum
 - promote partnership between the school, parents, pupils, pre-school groups and the wider community
3. The membership of the Council will be a minimum of three parents. The maximum size is twenty parents. A quorum for Council meetings will be three parent members.
4. The Parent Council will be selected for a period of two years, after which members may put themselves forward for re-selection. Any family member of a child at Bankhead Primary can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places stated in clause 3 above, members will be selected at random by an independent person. Anyone not selected to be a member of the Parent Council may be offered a role in any sub-groups set up by the Council.
5. The Parent Council may co-opt up to 5 persons to help carry out its functions at any time. Co-opted members will be invited to serve for a period of two years after which time the Parent Council will review and consider requirements for co-opted membership. Parents shall always form the majority of the Parent Council.
6. The Head Teacher of Bankhead Primary School or her/his representative has a right and duty to attend meetings of the Parent Council.
7. The Chair and Treasurer of the Parent Council will be agreed by the Council members immediately following its formation. The Chair and Treasurer will be re-selected by the Parent Council annually at the meeting following the Annual General Meeting (AGM) of the Council. The Parent Council will be chaired by a parent of a child attending Bankhead Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting of the Council. Office Bearers of the Parent Council should not serve for more than three consecutive years in a specific role.

*Parents are defined as:

- non-resident parents who are liable to maintain or have parental responsibilities for a child
- carers who can be parents
- others with parental responsibilities, e.g. foster parents, relatives and friends who are caring for children under supervision arrangements
- close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements

8. Fundraising shall be undertaken by the Parent Council to benefit Bankhead Primary School.
9. The Parent Council is accountable to the Parent Forum of Bankhead Primary School and will report to the Forum at least once a year on its activities on behalf of all parents. If 20 members of the Parent Forum request a Special General Meeting to discuss issues falling within the Council's objectives, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least two weeks notice of the meeting and shall, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
10. The Annual General Meeting of the Parent Council will be in June 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 sub-groups
 - the selection of new parent members to fill any vacancies on the Council
 - the discussion of issues that the Parent Forum may wish to raise
 - the approval of the accounts of the Council and the Fundraising Group
 - appointment of an individual who will review the annual accounts
11. The Parent Council will meet at least once in every school term. 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. 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 one week's notice of the date, time and place of the meeting.
12. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Council shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing.
13. Copies of the minutes of all meetings of the Parent Council will be available to all parents of children and all members of staff at Bankhead Primary School from the school office and via the website and noticeboard.
14. 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 Head Teacher, or his or her representative, can attend.

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15. The Treasurer of the Parent Council will open a bank or building society account in the name of the Parent Council for all Parent Council and Fundraising Group funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. 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 AGM. The Parent Council accounts will be reviewed by an independent individual appointed at the previous AGM by the parent forum. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
16. The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum at an AGM or EGM. The proposed change shall be specified in the notice calling the meeting, giving Members of the Parent Forum reasonable time to respond to the proposal.
17. Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of Bankhead Primary School, where this continues.

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