

## From mountain to sea

# Aberdeenshire Parent Council Constitution - Cultercullen Primary School

**This is the Constitution for Cultercullen Parent Council (Friends of Cultercullen) as provided for in the Scottish Schools (Parental Involvement) Act 2006**

### **Definitions:**

- a) In this document the term "Parent" applies to parents, guardian's and carer's with parental rights and responsibilities.*
- b) Parent Forum - all parents of children currently attending Cultercullen School*
- c) Parent Council - a group of parents selected by members of the parent forum to represent all the parents of Cultercullen School*

## **1. AIMS AND OBJECTIVES**

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
2. To promote collaborative working between parents, families, and the school
3. Develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
4. To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.

## **2. MEMBERSHIP**

1. Minimum of four parents (one per family) from the Parent Forum shall volunteer or be elected to form a Parent Council, with an aim of achieving a membership of between twelve to fifteen parents.
2. Parents of children currently attending Cultercullen School shall always form the majority of the Parent Council.
3. Any parent of a child at the school can volunteer to be a member of the Parent Council and all parents can take part in the selection of Parent Council members at the AGM in September every year.
4. If the number of volunteers exceeds the number of places set out in the constitution every attempt will be made to ensure broad representation across the school community and a vote will be held at the AGM to select members.
5. They shall be elected for a one-year term and be eligible for re-election. In the event of a tie either lots will be drawn, or names drawn from a hat.
6. Members of the Parent Council shall be announced at the AGM.
7. The Parent Council may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.
8. The Parent Council may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks.

## **3. CO-OPTED MEMBERS**

1. The Parent Council may co-opt up to three persons to help carry out its functions.
2. Two-thirds of those co-opted to the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school.
3. Co-opted members can be drawn from school staff on a voluntary basis and the wider community. The co-opted members will serve for one year after which time the Parent Council will review and consider requirements for co-opted membership.
4. Co-opted member(s) will not have voting rights on the Parent Council.

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### **4. OFFICE BEARERS**

1. Office bearers will be elected by members of the Parent Council and can be: (Joint) Chairperson, Treasurer, Secretary, and such others as may be deemed necessary, such as fundraisers.
2. Office bearers should have been a member of the Parent Council for a minimum of one year before they are eligible to be nominated/elected as one of the office bearers.
3. The Parent Council will be chaired by a parent of a child currently attending Cultercullen School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
4. Other office bearers will be elected/volunteer by the Parent Council at the first meeting after the AGM. They shall be a member of the Council for a one-year and be eligible for re-election.
5. Each office bearer shall be a parent of a child currently attending Cultercullen School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next Parent Council meeting.

### **5. TREASURER**

1. The treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the treasurer and one other office bearer.
2. For Online Banking, two signatories required at application and then treasurer will be responsible for payment through BACS transfer and keeping updated records of these payments.
3. 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 audited.
4. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
5. Should the parent council cease to exist, any remaining funds will be used for the benefit of Cultercullen School.

### **6. TERMINATION OF MEMBERSHIP**

1. If a member of the Parent Council acts in a way that is considered by a majority of the parent council members to undermine the objectives of the Parent Council their position as a member of the parent council shall be terminated after an EGM with only Parent Council members invited is held to vote on such.
2. Termination of office shall be confirmed in writing to the member.

### **7. MEETINGS**

1. The Parent Council will meet at least once in every school term.
2. The quorum for each meeting will be at least a third of members, with at least two persons who are office bearers, one of which will be the Chair. If Chair, unable to attend they will nominate another from the office bearers or Parent Council to lead meeting.
3. Any member of the Parent Forum may attend meetings of the Parent Council.
4. The Head teacher has a right and a duty to attend meetings or be represented by another member of staff. The head teacher attends meetings in an advisory capacity and does 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 reason/apologies may be deemed to have retired from the Parent Council.

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6. Should fifty percent of the Parent Council or Forum request that an additional meeting be held, all members of the Parent Council/Forum will give reasonable notice of date, time, and place of meeting.
7. Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of the Parent Council and the headteacher.
8. Items for the agenda should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
9. The secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all parents of children at (Cultercullen School) from the Secretary of the Parent Council, from the school office and/or school website. Parent Councils may choose to set up their own website/Facebook page, but this should not be the only method of communicating with parents.

### **8. ANNUAL GENERAL MEETING (AGM)**

1. The AGM will be held annually in **September** to allow engagement with new Parent Forum members
2. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum.
3. The meeting will include:
  - a) A report on the work of the parent council.
  - b) A report on the work of any sub-groups.
  - c) A report on the accounts.
  - d) Discussion of issues that members of the council may wish to raise as intimated in the notice of the meeting.
  - e) Approval of the accounts and appointment of the auditor.
  - f) Voting of new members of Parent Council.

### **9. EGM**

1. An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called by a Parent Council member (if approved by the majority of **voting Parent Council members**).

### **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 recorded 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, parents, and school issues will NOT be the subject of discussion at Parent Council meetings.

### **11. CONSTITUTION**

1. The constitution may be changed after discussion at a Parent Council meeting and obtaining consent from two-thirds of the members of the Parent Council present at a meeting.
2. The Parent Forum will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.



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### **12. DISSOLUTION**

1. 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.