

# Woodside Primary School Parent Council Constitution

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**All parents/carers of children attending Woodside Primary School are automatically members of the Parent Forum. The Parent Council exists for, and will report to, the Parent Forum.**

## Objectives

The objectives of Woodside Parent Council are to:

- To support the education and welfare of the pupils, through a range of activities.
- To work in partnership with and promote communication between the school, pupils, parents and the wider community.
- To identify and represent the views of parents on educational and other matters affecting pupils and the school.
- To communicate effectively with the parent forum

## Membership

The membership will be a **minimum of six parents or carers** of children attending the school.

**Any** parents/carers of a child at the school can **volunteer** to be a member of the Parent Council.

The Parent Council may **co-opt up to five individuals** to assist it with carrying out its functions.

The Head Teacher, or nominated deputy, will be invited to attend all meetings of the Parent Council.

## Structure and office bearers

Members of the Parent Council will work on different activities, intended to fulfil the organisation's aims.

Any member of the Parent Council can be nominated, or volunteer, at the Parent Council AGM, to hold one of **three office bearer roles; Chairperson, Secretary and Treasurer**. Where more than one person offers themselves for a particular role, a vote will occur among the Parent Council membership which will be overseen by the Head Teacher.

Office bearers will be appointed for **one school year**, starting in August, after which they may put themselves forward for re-selection if they wish.

## Accountability

The Parent Council is **accountable** to the Woodside Primary School **Parent Forum**, ie all the school's parents/carers, and will make a report to it **at least once a year** on its activities.

If 20, or 5%, of the Parent Forum request a **Special General Meeting** to discuss issues falling within the Parent Council remit, the Parent Council will arrange this. The Parent Council will give the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter(s) to be discussed at the meeting.

## Annual General Meeting (AGM)

The AGM will be held in **March** of each year. A meeting notice (including date, time and venue) will be sent to the Parent Forum at least two weeks in advance. The meeting will include:

- a report on the work of the Parent Council
- selection of the new Parent Council office bearers
- discussion of issues that the Parent Forum may want to raise
- approval of the accounts.

Following the AGM there will be a handover period between the existing and any new office bearers.

## Minutes

Copies of all the meeting' minutes will be available to everyone within the Parent Forum, as well as all teachers at the school. Copies will be accessible via the School/Parent Council website. Minutes will also be forwarded to all councillors whose wards cover the catchment area of the school, and a copy sent to a nominated contact at South Lanarkshire Council's Education Department.

## Meetings

In addition to the AGM, and any Special General Meeting, the Parent Council will **meet at least once in every school term**. Meetings will be open to the public, unless the Parent Council is discussing an issue which is deemed confidential. In such circumstances, only members of the Parent Council and the Head Teacher, or her representative, can attend.

Should a vote be necessary to make a decision at any meeting, each parent member at the meeting will have one vote, the Chairperson have a casting vote in the event of a tie.

## Funds

The **Treasurer** of the Parent Council will be responsible for the Parent Council funds held in the related bank account, Withdrawals will require **one signature**. Signatories are the Treasurer, Chairperson, Secretary, Head Teacher and another nominated member of the office team.

The Treasurer will keep an **accurate** record of all income and expenditure, and will provide a **summary** of this at each Parent Council meeting, with a **full account** at the Annual Meeting.

The Parent Council is responsible for ensuring that all monies are **used in accordance** with the objectives of the Parent Council.

Should the Parent Council cease to exist, all remaining funds will be passed to the Education Authority to be used for the benefit of the school, unless it too ceases to exist.

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