



Woodside Primary School Parent Council

Welcome Pack

# Welcome!

Thank you for joining Woodside Primary Parent Council.

Woodside Primary Parent Council is a friendly, established and active group working throughout the year to support and enrich the children's school experience through a variety of activities in partnership with the school.

Parental involvement in school education is highly beneficial and has been shown to have a positive impact on learning achievement and behaviour. Fostering good communication between parents and the school encourages a relationship of trust and respect, allowing parents to feel able to express their views and perspectives.

The importance of this parental contribution is recognised right up to Government level and the Parental Involvement Act (2006) encourages the formation of parent councils for each school to facilitate communication and maintain links between parents and the school.

The aim of the parent council is to be inclusive, representative and transparent. We hope you will enjoy taking part. The following pages will hopefully provide some useful information about the Parent Council and its current activities.

# Constitution

**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.

## 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.

## Contact Information

Email: [woodsideparentcouncil@hotmail.co.uk](mailto:woodsideparentcouncil@hotmail.co.uk)

## Office Bearers

**Chairperson:** Julie Lamont

**Secretary:** Claire Thom/Lynn Daly

**Treasurer:** Angela MacLennan

## Parent Council Members

Amanda Strachan	Jaclyn Robertson	Kristina McKean
Angela MacLennan	Jonathan Byers	Lucy Colligan
Anne Marie Canale	Jonny Simpson	Lynn Daly
Ashley McTaggart	Julie Lamont	Michelle McQuade
Chloe Goodbrand	Julie Sneddon	Nicola Shaw
Claire Thom	Karen McIntyre	Rhona McRae
Fiona Aitken	Kathryn Stewart	Sarah Mulvenny
Fiona Leonard	Kellie Reddiex	Tracy Hardy
Gareth Thomson	Kereen Hilson	Vivianne Wilkie
Heather Weir	Kirsty Strannigan	

## Activities

The Parent Council runs a number of activities throughout the year. These benefit from the help of parent volunteers.

These activities range from discos and sports days for the pupils to fund raising events. A few of these activities are listed below:

February and October Disco

Sports Days

Bag2School

Individually designed Christmas cards

Fayres

Clothing Bin in Tesco car park

Swimming team for the South Lanarkshire Schools Gala