

Melrose primary School Parent Council Constitution

This is the constitution for Melrose Primary School Council.

1. The objectives of the Parent Council are:
 - a. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
 - b. To build partnership between the school, its pupils and all parents/carers, pre-school groups and the wider community
 - c. To develop and engage in activities which support the education and welfare of the pupils
 - d. To identify and represent the views of parents on the education provide by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of six parents of children attending the school. The maximum size is twenty-four.
3. The Parent Council will be selected for a period of two years, after which members may put themselves forward for re-selection if they wish. All parents of children at the school can take part in the selection by post or e-mail. Parents will have four weeks to select their representatives.
4. The Parent Council may co-opt up to eight to assist with carrying out its function. Two thirds of 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.
5. The number of parent members on the Parent Council must always be greater than co-opted members.
6. Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.
7. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
8. Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).
9. The Parent Council will be chaired by a parent of a child attending Melrose Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

10. The Parent Council is accountable to the Parent Forum of Melrose Primary School and will make a report to it at least once a year activities on behalf of all the parents.
11. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
12. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 week's in advance. The meeting will include:
 - a. A report on the work of the Parent Council and its committees
 - b. Selection of the new Parent Council
 - c. Discussion of issues that members of the Parent Forum may wish to raise
 - d. Approval of the accounts and appointment of the auditor
13. The Parent Council will meet at least once in every school term.
14. Should a vote be necessary to make a decision, each parent at the meeting will have one vote, with the Chair having the casting vote in the event of a tie. A minimum of 4 members of the Parent Council must be present for a vote to be valid.
15. 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 date, time and place of the meeting.
16. 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 Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
17. Copies of the minutes of all meetings will be available to all parents of children at Melrose Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and on the School Website, Notice Board in the entrance hall and from the school office.
18. 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 Headteacher, or his or her representative, can attend and are required to maintain confidentiality.
19. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
20. 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 Annual Meeting. The Parent Council accounts will be audited by the auditor

appointed at the previous Annual Meeting.

21. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
22. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
23. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, where this continues.