

Milngavie Primary School Parent Council

Constitution

1. OVERVIEW

This is the constitution for Milngavie Primary Parent Council. The Parent Council represents the members of the Parent Forum of Milngavie Primary and is accountable to the Parent Forum.

2. DEFINITIONS

(a) Parent Forum – all parents, carers and guardians of children attending Milngavie Primary School

(b) Parent Council – a group of parents selected by members of the Parent Forum to represent all the parents of Milngavie Primary School

3. OBJECTIVES

The objectives of the Milngavie Primary Parent Council are:

- To work in partnership with the school to create a welcoming community which is inclusive for all parents.
- To promote partnership between the school, its pupils, all its parents and the wider community.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To promote parental involvement in their child's education and learning.

4. MEMBERSHIP

Membership of the Parent Council will be open to all parents, carers and guardians (referred to as parents in this constitution) of pupils at Milngavie Primary and Early Years Centre and will comprise no less than 6 and no greater than 10 persons. The Parent Council may have co-opted non parent members (eg staff or community representatives) if agreed by the full Parent Council.

The Parent Council will be able to invite individuals such as pupil representatives, teachers, members of the PTA and community representatives to attend meetings of the council to give their input to the discussions. The Head Teacher of the school has a right and a duty to attend all meetings.

The quorum at any meeting shall be not less than half of the membership of the Parent Council or 3 members whichever is greater, If a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.

5. NOMINATION

Parents, carers and guardians may nominate themselves for appointment to the Parent Council. All nominations should be supported by one other non-related Parent Forum member. The Parent Council will invite nominations from all members of the Parent Forum annually (provided there are vacancies) and all nominations should be submitted, in writing, to the Chair of the Parent Council. Nominations will take place at the AGM, but can also happen during the year at Parent Council meetings should someone step down during the year.

Where there are more nominations than places available, a draw will be held, at which all nominees will be entitled to attend together with a quorum of the Parent Council. The draw should be conducted by the Chair of the Parent Council. The method of selecting members of the parent council may be changed if agreed at the AGM of the Parent Forum.

Individual members of the Parent Council will be selected for a period of 2 years, after which they may put themselves forward for re-selection if they wish.

6. OFFICE BEARERS

The Parent Council will appoint a Chairperson, and may appoint other office bearers including a Vice-chair, Secretary and Treasurer. Office bearers will be agreed by the Parent Council members and will be appointed for a period of a year.

Office bearers will be re-selected by the Parent Council on an annual basis.

In the event that all children of a member of the Parent Council cease to attend Milngavie Primary that person's term of office will normally finish immediately or at the end of that session. In particular such an individual should not hold the position of Chairperson of the Council.

7. ACCOUNTABILITY

The Parent Council is accountable to the Parent Forum of Milngavie Primary and will make a report to it at least once each year on its activities on behalf of all the parents.

If Parent Forum members representing 5% of the school roll 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 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. AGM

The Parent Council will hold an Annual General Meeting each year. Notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks

in advance. The quorum for an AGM or special general meeting should be 6 members of the Parent Council. The meeting will include:

- a. A report on the work of the Parent Council and its committee(s)
- b. A report by the Head Teacher on the work of the school
- c. Selection of the new Parent Council members
- d. Reconfirmation or appointment of new Chair, Vice-Chair, Treasurer and Secretary.
- e. Discussion of issues that members of the Parent Forum may wish to raise

9. MEETING SCHEDULE

The Parent Council will meet on at least 3 occasions each academic year, ideally once in every school term.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any member of the Parent Forum can request that a subject be discussed at a meeting of the Parent Council. This request must, however, be notified to the Chair of the Parent Council or the Head Teacher of the school not less than one week prior to the date of the next meeting.

Half the 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.

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. 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 members agree by confidential ballot. Termination of membership would be confirmed in writing to the member.

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.

10. MINUTES

Copies of the minutes of all meetings will be available on the Milngavie Primary School website to all members of the Parent Forum and to all staff at the school.

Paper copies will be available from the Secretary of the Parent Council and from the school office.

11. GENERAL MEETINGS

Meetings of the Parent Council shall be open to members of the Parent Forum unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis in

which case only members of the Council, the Head teacher and any other individual the Council deems necessary for the discussion may attend.

Matters relating to issues of a confidential nature should not be recorded in a public minute, but should be recorded and retained in a confidential minute.

12. CONSTITUTION CHANGES

The Parent Council may change its constitution after obtaining consent from a two thirds majority of members of the Parent Forum who express an opinion at the AGM or a Special General Meeting. Any proposed amendment will be advised to members of the Parent Forum at least two weeks in advance of the meeting.

13. SUB GROUPS

The Parent Council will have the authority to establish sub-groups or working parties for a specific purpose. Membership of such sub groups may include individuals who are not on the Parent Council.

The Parent Council will operate separately from the Parent Teacher Association which has a distinct remit and constitution and will where appropriate coordinate activity with that body. The chair or vice-chair of the Parent Council shall liaise with the chair of the PTA.