

# **DUDDINGSTON PRIMARY SCHOOL PARENT COUNCIL (PC) CONSTITUTION**

Revised 26 May 2021

## **OBJECTIVES**

- To work in partnership with the school to create a welcoming school which is inclusive for all pupils, parents and carers
- To help the school engage and communicate with parents and carers
- To develop and deliver activities which support the education, health and wellbeing of the pupils
- To identify and represent the views of parents and carers on matters affecting the education, health and wellbeing of the pupils
- To promote equality and fairness

## **MEMBERSHIP**

The Parent Council (PC) will comprise a minimum of 3 and a maximum of 22 membership posts, which can be filled by parents/carers of children in the school, either individually or on a job-share basis, plus a maximum of 2 staff membership posts. Each post carries one vote, should a vote be necessary to make a decision.

The aim of the PC is to have representation for each class from Nursery to P7 and therefore there are a maximum of 16 Class Rep membership posts available (2 for each primary year group and 2 for the nursery). If possible, each class will be represented within the PC every year. A class may have more than one rep, but in this scenario the Class Rep role is shared and those sharing the post should agree division of labour and voting directions, where necessary.

The PC should aim to have one member representing the Fundraising and Events Team (FET) and the PC may also select up to 5 additional members to assist with carrying out PC functions, or to ensure representation of the school community, as required. Should any such additional members be appointed, this will be minuted at a PC meeting.

Any parent/carer of a child at the school can volunteer to be a member of the PC. In the unlikely event that the number of volunteers becomes too large for the PC to function effectively, members will be selected by negotiation between the volunteers.

There is not a limit on how long a parent/carer can be a PC member (as long as they have a child in the school). Equally, Class Reps or other members may stand down at any time, provided this is communicated to the PC and, in the case of Class Reps, to the parents/carers of the relevant class.

All parents/carers of children at the school are welcome and encouraged to attend PC meetings, whether or not they are a member.

## **OFFICE BEARERS**

The roles of Chair, Secretary and Treasurer will be agreed by the PC members as required, usually at the AGM. Office bearers will hold a particular role for a maximum of six consecutive years. Office Bearers may also hold a Class Rep or other membership post with specific area of responsibility.

## **FUNDRAISING AND EVENTS TEAM**

The Fundraising and Events Team will operate as a sub-group of the PC, with a member of FET also appointed as the FET representative on the PC.

## **OTHER SUBGROUPS**

Other subgroups of the PC may be formed for specific purposes or projects, and will report back to the PC.

## **FREQUENCY OF PC MEETINGS**

The PC will meet at least once in every school term. Meeting dates for the next academic year will be agreed before the summer break and communicated to all parents and carers.

A third of members of the PC can request that an additional PC meeting be held, and all members of the PC will be given at least one week's notice of the date, time and place of the meeting.

## **QUORUM**

At least one third of the members of the PC must be in attendance for a meeting to proceed.

## **DECISION MAKING**

Should a vote be necessary to make a decision, each membership post represented at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. If a membership post is being carried out on a job-share basis, the parents/carers sharing that post should agree voting directions.

## **ANNUAL GENERAL MEETING**

The annual meeting will be held in the summer term of each year. A notice of the meeting including the time, date and place will be sent to all parents and carers at least 2 weeks in advance. The meeting will include:

- A report of the work of the PC and its committees
- Discussion of issues that parents and carers may wish to raise
- Approval of the accounts and appointment of the auditor
- Confirmation of office bearers for the following year, including selection of new office bearers if required.

## **SPECIAL GENERAL MEETING**

If the PC, or at least 20 parents/carers of children at the school request a special general meeting to discuss issues falling within the PC's remit, the PC shall arrange this. The PC shall give all parents/carers 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.

## **EXPECTATION OF MEMBERSHIP**

Each member of the PC:

- will be expected to act as an ambassador for the PC at all times and not act in a way that is contrary to the aims and objectives of the PC;
- should aim to represent the views of parents and carers;

- should support the school, working collaboratively with other members of the PC; and
- is expected to attend at least half of all PC meetings each year, where possible.

In addition, all Class Reps should aim to represent, specifically, the views of parents and carers of children in their class, by consulting with parents and carers and bringing their views to PC meetings. P7 Class Reps will be involved in helping with transitions and celebrations. Class Reps may take on additional responsibilities representing special interest areas, if agreed with the PC.

#### **TERMINATION OF MEMBERSHIP**

- If a member fails to attend three consecutive meetings, without contacting the chair or secretary, the PC will attempt to communicate with the member to find out if they wish to stand down. If the member does not respond to contact, however, they will be deemed to have stood down. If the member is a Class Rep, the PC will contact the relevant class to let them know that they are unrepresented. Like any other parent/ carer, they are still welcome to participate in future meetings.
- If a PC member acts in a way that is considered by other members to undermine the objectives of the PC, their membership shall be terminated if two thirds of PC members agree. Termination of membership would be confirmed in writing to the member.

Revised Constitution presented to AGM on 26 May 2021  
[Noted as approved, in minutes of TBC]