

St Andrew's Fox Covert RC Primary School Parent Council Constitution

Parent Council Aims & Responsibilities

The aims of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all pupils, parents and carers
- To promote partnership between the school staff, it's pupils, all parents and families, the Catholic Church and Fox Covert Primary School.
- To develop and engage in activities which support the education and welfare of the pupils and,
- To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

The responsibilities of the Parent Council are:

Be accountable to all parents and primary carers at St Andrew's Fox Covert RC Primary School, known as the Parent Forum, and will make a report to it at least once a year on its activities on behalf of all the parents.

To have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

To only use the Parent Council social medial channels to positively promote events, activities, the school, the staff, its policies and practices. The channels will be monitored, and any negative language or direct criticisms of an individual or group will be deleted.

To promote and always be guided by the school values: NUTURE, INSPIRE, FLOURISH.

Parent Council Membership

We will aim to appointment members of the Parent Council at the AGM, however members will be welcomed at any point throughout the school year. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

Any parent or carer of a child at the school can volunteer to be a member of the Parent council. Ideally, there will be parents of children from all school year groups (P1-P7). Where there are more volunteers than places, parent from oversubscribed year groups will be asked to draw lots.

The Council may co-op up to 10 people to assist it with carrying out its functions, however the number of parent members must always be greater than the number of co-opted members.

One of the co-opted members will be nominated by the Catholic Church.

If a Parent Council member acts in a way that is considered by other members to undermine the aims of the Parent Council, their membership of the Parent Council shall be terminated, if the majority of the parent members agree. 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.

Parent Council Office Bearers

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM. This approach negates the need to trigger an EGM if an office bearer resigns whilst in term.

Office bearers will be in role for two years and following this period, re-selection by the Parent Council at the Annual General Meeting, will be required. Office Bearers should not be in role for more than four years.

The Secretary shall be responsible for keeping accurate minutes of all meetings and these will be published to the Parent Forum following every meeting.

Parent Council Meetings

The Parent Council will meet at least six times per year. Additional meetings will be convened as and when necessary. At all meetings of the Parent Council, four members shall form a quorum.

Meetings of the Parent Council shall be open to all members of the Parent Forum and staff of St Andrew's Fox Covert RC Primary School,

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council,

Annual & Extraordinary General Meetings

The Annual General Meeting will be held in the first term of each year. A notice of the meeting including date, time and place will be sent to the Parent Forum, at least two weeks in advance.

The meeting will include:

- A Chairperson report on the work of the Parent Council and its committee(s);
- Selection of the new Parent Council;
- Discussion of the issues that members of the Parent Forum may wish to raise; and,
- Approval of the accounts and appointment of auditor.

The Parent Council or five of the Parent Forum shall have power to call an Extraordinary General Meeting; two week's notice will be given

Finances

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.

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 General Meeting.

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

Constitution Changes

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.

The constitution will be reviewed by the Parent Council every two years.

Dissolution

Should the Parent Council cease to exist, any remaining funds will be passed to St Andrew's Fox Covet RC Primary School to be used for the benefit of the School.