

Bantaskin Parent Council

Agreed Constitution

This is the constitution of Bantaskin Parent Council.

Objectives

The objectives of the Parent Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents
2. To promote partnership between the school, its pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils
5. To raise money to support the education and welfare of the pupils.

Membership

The membership will include a minimum of three parents of children attending the school. The maximum size will include twelve parents of children attending the school. The headteacher also has a right and duty to attend Bantaskin Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be selected for a period up to three years, after which they may put themselves forward for re-selection if they wish.

Any parent(s) of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the maximum number of places set out in the constitution, members will be selected by ballot. Parent volunteers may volunteer to join the Parent Council at any time to fill existing parent vacancies. Any Parent Forum member may be offered the opportunity to be part of any sub-groups set up by the Parent Council.

The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. These additional members may be drawn from the school staff or the wider local community. The number of parent members on the Parent Council must always be greater than or equal to the number of co-opted members.

Co-opted members will initially be invited to serve for 2 years, after which time the Parent Council may review and consider requirements for co-opted membership.

A standing invitation to attend Parent Council meetings will be sent to the relevant local councilor(s).

Office Bearers

The Chair, Vice-Chair and Treasurer of the Bantaskin Parent Council will be appointed by the Parent Council members immediately following its formation. Office bearers will volunteer, and will then be seconded by another member, for the office bearing positions. Office bearers will normally serve for up to three years after which they can put themselves forward for re-selection if they wish. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Parent Council will be chaired by a parent of a child attending Bantaskin Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council will either appoint a Clerk who will be paid to carry out his / her duties or a volunteer Parent Council member will carry out this role if no Clerk is appointed.

Contact details of office bearers and the Clerk will be sent to Falkirk Council Education Services.

Annual Meeting

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 two weeks in advance. The meeting will include:

- A report on the work of the Parent Council
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

General Meetings

The Bantaskin Parent Council will meet at least four times per year unless additional meetings are required to discuss specific topics. A notice of when the meetings are to take place will be included in the school newsletter, Falkirk Council website and placed in the school vestibule.

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

If 10% of the members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The

Parent Council shall give all members of the Forum at least two week's notice of date, time and place of the meeting and notice of matters to be discussed.

50% of the parent 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.

If a parent 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.

Meetings of the Parent Council shall be open to the Parent Forum, 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.

Parent Forum members attending meetings who wish to speak must do so through the chair. If they wish to raise a particular topic they must put their request to the chair prior to the meeting. The chair will be responsible for regulating the meetings.

Minutes of Meetings

The Chair and the Clerk will produce the agenda, in consultation with the headteacher, and it will be circulated to all members of the Bantaskin Parent Council at least one week before the meeting takes place. Parent Forum members can add items to the agenda in advance by request via the Chair.

Copies of the minutes of all meetings will be available to all parents of children at Bantaskin Primary School and to all staff at the school. A copy of the agreed minutes will be posted on the Falkirk Council website and in the school vestibule. Copies will also be available from the Clerk to the Parent Council and the school office. The draft minutes will be produced no later than two weeks after the meeting.

A copy of the agreed minutes will be sent to Falkirk Council Education Services.

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 office bearer.

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 an auditor appointed at a Parent Council meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council and in compliance with the Falkirk Council Education Services guidelines.

Subcommittees

The Parent Council may set up subcommittees to facilitate the objectives of the Parent Council. The subcommittees will include, but are not limited to, a fundraising subcommittee which will report to the Parent Council at each Parent Council meeting.

The purpose of the fundraising subcommittee is to raise money to support the education and welfare of the pupils.

Membership of the fundraising subcommittee is open to any member of the Parent Forum and will include a minimum of three parents of children attending the school. The maximum size will include twelve parents of children at the school. The Chair of the fundraising subcommittee will be appointed by the Parent Council members. The Chair of the fundraising subcommittee is automatically invited to Parent Council meetings and, if not attending, a report will be produced of the fundraising subcommittee workings. The Treasurer of the Parent Council shall be a member of the fundraising subcommittee.

The subcommittee should be free to decide on a programme of events and activities and then run them. The subcommittee should seek the approval of the Parent Council if they wish to use funding of more than £100 to buy supplies or equipment for events. How the money is spent should be decided at Parent Council meetings in association with the Headteacher.

The fundraising subcommittee shall share a bank account with the Parent Council and keep separate records of income and expenditure.

Changes to the Constitution

The constitution will be changed when deemed necessary by the majority of the Bantaskin Parent Council members. The Parent Forum will be consulted on any proposed change.

Dissolution of Parents Council

In the event that the Parent Council ceases to exist any remaining funds should be given to the school to be distributed for the benefit of the children at the school.