



Constitution for Tarves School Parent Council

1) Name.

This is the constitution for Tarves School Parent Council (herein referred to as “the Parent Council”)

2) Objectives

The objectives of the Parent Council are:

To work in partnership with the school to create a welcoming school that is inclusive for all.

To promote partnership between the school, its pupils, the Parent Forum (the Parent Forum is defined as any Parent or Guardian of a pupil currently attending Tarves Primary School) and the local community.

To develop and engage in activities which support the education and welfare of the pupils.

To identify and represent the views of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of the pupils.

To participate in the appointment of senior staff at the school.

3) Membership

General Membership

The membership of the Parent Council shall be made up of a minimum of four members of the Parent Forum plus co-opted members. The Headteacher of the School whilst not a member of the Parent Council has a right and duty to attend or be represented at Parent Council Meetings.

In order for any meeting to be quorate there must be at least three voting members present.

There will be no maximum number of Parent Forum members.

Any member of the Parent Forum can volunteer to be a member of the Parent Council. It is expected that they will serve for a minimum of one year.

Appointment of members will take place annually at The Annual Meeting in May each year.

Office Bearers

The Office Bearers of Chair, Vice Chair, Treasurer and Secretary will be appointed annually at The Annual Meeting by Parent Council members. The Chair and Vice Chair will be appointed from the Parent Forum. If the Chair's child ceases to be a pupil the Vice Chair will fill the role until a new Chair is agreed at the next meeting.

Co-opted Members

The Parent Council may co-opt members other than permanent members to assist it with carrying out its objectives. Co-opted members may be invited to attend for defined periods of time to assist with specific tasks or until the next Annual Meeting at which time the Parent Council will review the requirement for co-opted members.

The number of Parent Forum members must always be greater than the number of co-opted members.

Members of the wider community may be invited to Parent Council meetings as and when it is felt they are required to assist in achieving the objectives of the Parent Council.

Other people who may be invited to Parent Council meetings will include the Minister, Local Councillor, School Staff, Chairperson of the Community Council and the Chair and Vice Chair of the Pupil Council.

Termination of membership

Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology then the member will be deemed to have retired from the Parent Council

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 the of Parent Forum Council members agree. Termination of membership will be confirmed in writing to the member.

4)Accountability

The Parent Council is accountable to the Parent Forum of Tarves School and will make a report to it at least once a year on its activities on behalf of all the parents. If 50% or more of the Parent Forum request a special general meeting to discuss issues falling within the Councils remit, the Parent Council shall arrange this. The Parent Council will give all members of the Forum at least two weeks notice of a special general meeting and at the same time circulate notice of the matter, or matters, to be discussed at the meeting.

5)General Meetings

The Parent Council will meet at least once in every school term

The Parent Council will give all members of the Parent Forum four weeks notice of meetings and invite submissions for the agenda at this time. Notice will be given to members via the Tarves Primary School Website and the Tarves Parent Teacher Association Face Book Page.

Items for the agenda may be submitted from the Parent Forum up to two weeks prior to the scheduled date of any meeting. Items received after this date will be carried forward to the next meeting.

The Agenda for meetings will be available to the Parent Forum two weeks prior to a meeting via the Tarves Primary School Website and the Tarves Parent Teacher Association Facebook Page.

Should a vote be necessary to make a decision, each Parent Forum member at the meeting will have one vote, with the chair having a casting vote in the event of a tie. The head teacher and local councillor, if present, are ex-officio.

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 weeks notice of date, time and place of the meeting.

Copies of the minutes of all meetings will be available to the Parent Forum and all teachers at the school via the Tarves Primary School Website and the Tarves Parent Teacher Association Face Book Page.

Meetings of the Parent Council are open to all 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 such circumstances only members of the Parent Council and the head teacher, or his or her, representative can attend.

6)Annual General Meeting

The Annual General Meeting of the Parent Council will be held in the May of each year.

The Parent Forum will receive notice of the meeting, an invitation for items for the agenda and minutes, as for General Meetings as previously detailed.

The Annual General Meeting will include:

A report of the work of the Parent Council and its committee(s)

Selection of a new Parent Council

Discussion of issues that the Parent Forum have raised.

Approval of the Parent Teacher Association accounts and the appointment of the auditor.

7)Finances

The Parent Council has elected that a bank or building society account will be opened by the Treasurer of the PTA (Parent Teacher Association) a sub-committee of the Parent Council

Withdrawal of monies will require two signatures from previously selected PTA / Parent Council members

The Treasurer of the PTA will keep accurate records 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 shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Should the PTA cease to exist, any remaining funds in the PTA account will be passed to Tarves School to be used for the benefit of the pupils.

8)Constitution

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be notified of any proposed amendments and given two weeks to respond to the proposal.

9)Personal Information

It may be necessary at times for the Parent Council to hold personal information and this will be done in line with current GDPR legislation.

10)Subcommittees

The Parent Council may set up subcommittees for specific purposes. Where it does so, the Parent Council shall provide a written remit for the subcommittee.

The Remit shall as a minimum describe:

The purpose for which the subcommittee has been created

The membership of the subcommittee

The Powers of the subcommittee

How the subcommittee shall link with the Parent Council

11)Insurance

The activities of the Parent Council and its subcommittees will be covered by an appropriate insurance policy including Public Liability Insurance, Personal Accident Insurance, Fidelity Guarantee and Money Insurance and Employers Liability Insurance.