

**CULTS PRIMARY SCHOOL PARENT COUNCIL  
Constitution, Rev. 1**

Revision	Originated	Checked	Approved
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**1. General**

1. This is the constitution for the Parent Council (PC) of Cults Primary School which is a Parent Council under the terms of the Scottish Schools (Parental Involvement) Act 2006 and any subsequent amending legislation.
2. The objectives of the Parent Council (PC) are to:
  - a. Support the school in its work with pupils
  - b. Represent the views of parents and be inclusive for all parents
  - c. Report to the Parent Forum (PF)
  - d. Promote contact between parents, staff, children, community and Aberdeen City Council
  - e. Encourage the raising of standards of education in the school.
3. The PC may change its constitution by majority vote of PC members, unless objection is lodged by at least 50 members of the Parent Forum (or at least 10% of all parents/ guardians, whichever is the greater).
4. The PC may employ a clerk to produce an agenda, attend meeting of the PC and produce the minutes in addition to other tasks. Funding for the clerk shall come from Aberdeen City Council.
5. The PC may produce additional management documents in addition to this constitution. Any such document will be circulated to all members of the PC for review and acceptance and will remain subordinate to this constitution.

**2. Membership**

1. The membership will number twenty or less. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a vote taken in a Parent Council meeting. The Parent Council will endeavour to include a minimum of one representative from each year group, including the nursery.
2. Parents can join the PC at the annual meeting by a majority show of hands by Parent Forum members present, or at any other PC meeting by a majority show of hands by existing PC members present.
3. Members of the PC can be drawn from the parents, carers and guardians of pupils at the school (ie the Parent Forum). Membership of the PC will be for two years after which members may put themselves forward for re-election at the Annual General Meeting. If a child ceases to be a pupil at the school, the parent will stand down from the PC, but may then be co-opted. Members may form committees who meet independently of the PC and feedback to the PC.
4. The Headteacher has a right and duty to attend meetings of the PC, or to nominate a representative. Other teaching staff are welcome to attend Parent Council meetings.
5. Parents can volunteer to join the PC or can be nominated by another parent.
6. The PC can co-opt other members who may include teachers, local councillors, pupils and support staff onto the PC. Co-opted members will be invited to serve for a period of two years after which

time the PC will review and consider requirements of co-opted membership. The PC may also co-opt parents to replace vacant posts on the PC in situations where parents have to leave between elections. The Chair will allow visitors to speak at his/her discretion.

7. The Parent Council is a separate organisation to the Parent Teacher Association, but a PTA representative will be invited to become a member of the Parent Council and it is expected that there will be a high level of cooperation between the two groups.

### **3. Office Bearers**

1. The Chair, Vice-Chair, Secretary, Treasurer and any other positions of the PC will be selected from the parent membership as agreed by a majority opinion of members immediately following its formation.
2. The maximum term of office for any PC office-bearer is two years, after which time elections for these positions must be held at the next Annual Meeting.
3. The Chair of the PC must be a parent. After the Chair has completed a two-year term of office, a new Chair must be appointed i.e. a parent cannot stand for re-election after completing a two year term as Chair. Other office-bearers may stand for re-election after a 2 year term if they wish to do so.

### **4. Meetings**

1. The PC is accountable to the Cults Primary School Parent Forum and will report on its activities at least once a year in the form of an open Annual General Meeting.
2. An extraordinary meeting of the PC can be called if requested by a two thirds majority of the PC or by at least 10 members of the PF and this request should be made as a signed letter addressed to the Chair.
3. The Annual General 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 PF at least two weeks in advance. The meeting will include:
  - a. A report on the work of the PC from the Chair
  - b. Selection of new PC members
  - c. Election of office bearers
  - d. Approval of the accounts and appointment of the auditor
  - e. Discussion of issues that members of the PF may wish to raise
4. The PC will aim to meet at least once every two months. These will be open meetings to all members of the PF and the dates can be obtained from the school office. The Secretary will record the minutes.
5. Should a vote be necessary to make a decision, each parent member of the PC present at the meeting will have one vote. PC members who are unable to attend may cast their votes in writing to the Secretary in advance of the meeting. The Chair will have the casting vote in the event of a tie.
6. The minutes of every meeting can be obtained from the school office and will be posted on the school website.
7. Meetings of the PC shall be open to the public.
8. The PC will not discuss any matter which is considered confidential by a majority of the members present. In the event that such a matter arises, a separate sub-group may be convened to discuss this matter and report back to the full PC.

### **5. Conduct**

1. If a PC member acts in a way that is considered by the other members to either undermine or be inconsistent with the aims and objectives of the PC, their membership of the PC shall be terminated. Termination of membership must be agreed by a two thirds majority of members of the PC. The terminated member will be notified in writing by the Secretary of the PC.
2. If a public person attending a meeting acts in a way that is considered by two third majority of the members to either undermine or be inconsistent with the aims and objectives of the PC, the council will have the right to request the person to leave the meeting. The meeting shall continue only after the person concerned has left.

**6. Finances**

1. The Parent Council Treasurer will maintain the PC funds within a suitable bank account in the name of the PC. Withdrawals will require the signature of any two of the Treasurer, Chair Vice-Chair, or Secretary. The treasurer will keep an accurate record of all income and expenditure and will provide a full account for the annual open meeting. The PC accounts will be audited by the auditor appointed at the previous annual meeting. The PC shall be responsible for ensuring that all monies are spent in accordance with the objectives of the PC.
2. Should the PC cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school.

**7. Appendix A: Parent Council Members**

Appendix A will contain a list of members which will be updated on an annual basis.