**Parents as Partners**

**Milton Primary School**

**Lesmahagow**

**Constitution**

**of**

**Milton Primary School Parent Council**

**MILTON PRIMARY SCHOOL PARENT COUNCIL**

1. **What is the Definition of “Parent”?**

The definition of “parent” is very wide and includes everyone with a parenting role for a pupil; this could include foster parents, family members who have care of a child and divorced/separated couples.

1. **What is the Parent Forum?**

The 2006 Parental Involvement Act states that every school in Scotland has a Parent Forum which consists of all the parents/carers who have a child at the school. They are automatically members, whether they like it or not! The Parent Forum can expect to:

* receive information about the school
* decide on the format of the Parent Council and how it operates
* identify issues for the Parent Council
* be consulted by the Parent Council − express views through the Parent Council.

1. **What is the Parent Council?**

The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf. A Parent Council is not run by the school or the local authority but by the parents in the school. The local authority should support a Parent Council both financially and with advice/support.

1. **Objectives of the Parent Council** 
   1. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
   2. To promote close co-operation and communication between the school, its staff, its pupils and all its parents.
   3. To develop and engage in activities and events which enhance the education and well of the pupils of Milton by providing or supporting provision of facilities & resources through fundraising.
   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 pupils.
   5. To consider suggestions from staff, parents and children as to how funds raised should be spent and authorise consequent expenditure.
   6. To provide a social framework for parents, staff and children.

It is not the purpose of Parent Council to raise or discuss individual pupil or parent concerns. Such matters should be raised through the appropriate channels following school guidelines.

1. **Membership of the Parent Council** 
   1. The membership will be a minimum of 4 parents of children attending the school
   2. If possible the Parent Council will be made up of representatives across all year groups
   3. Any parent of a child at the school can volunteer to be a member of the Parent Council
   4. Parents attending the Annual General Meeting (AGM) will be appointed as members of the Parent Council and entitled to vote at subsequent meetings. They will be elected for a one-year term and be eligible for re-election (provided their child continues to attend the school).
2. **Co-Option**
   1. The Parent Council may co-opt up to 3 members to assist it with carrying out its functions (e.g., members of the local community, teaching and support staff in the school).
   2. Co-opted members will be invited to serve for a period decided by the Council, after which time the Parent Council will review and consider requirements for co-opted membership
   3. The number of parent members on the Parent Council must always be greater than co-opted members.
   4. The Parent Council will extend an invitation to the local councillor(s) to attend meetings but they will not be formal members of the Parent Council.
3. **Selection of Chair & Post Holders**
   1. The Chair, Vice Chair, Secretary and Treasurer will be agreed by the Parent Council annually at the AGM
   2. The Parent Council will be chaired by a parent of a child attending Milton Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting

**Chair** - Provides leadership for the committee; sets the agenda for meetings and manages meetings in line with the agenda.

**Vice Chair** – elected if desired and will support the Chair as required.

**Treasurer** - Records all income and expenditure, records details of the amounts received and spent and has the details available for every committee meeting.

**Secretary** – Supports the Chair in ensuring the smooth functioning of the Parent Council. Consults with the Chair on matters for the agenda, gives notice of meetings, circulates the agenda, attends the meetings to take minutes and note actions and then sends these to the school website.

﻿**Ordinary Committee Members -** Where possible the Parent Council will seek to include at least one parent from each class to act as 'Class Reps'.

1. **Report / Meeting Arrangements**
   1. The Annual General Meeting will be held in September of each year. A notice of the meeting, including date, time & place will be advised to all Parents via school website, school newsletter and social media at least 2 weeks in advance. The meeting will include:
      * A report on the work of the Parent Council and its sub-group if applicable
      * Discussion of issues that members of the Parent Council may wish to raise
      * Approval of Annual Accounts and appointment of reviewer of the Accounts
      * Election of Committee Members
   2. The Parent Council will meet at least once during each school term. Sub-groups will meet according to need. Should a vote be necessary to make a decision, each parent member (as elected at the AGM) in attendance at the meeting will have 1 vote, with the Chair having a casting vote in the event of a tie.
   3. Any 2 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 1 weeks’ notice of the date, time, and place of the meeting.
   4. 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 parent members agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member
   5. Quorum: Council members may not be able to attend every single meeting, but as long as all members have been informed of a meeting the Council can carry on its business in the normal way. The Quorum for the Parent Council is set at 4 (four) members for the time being, one of which must be the Chair, Vice Chair, Secretary or Treasurer
2. **Minutes & Procedures of Meeting**
   1. The secretary shall publish an agenda for the meeting about a week in advance on the school website.
   2. Copies of the Minutes of all meeting will be made available to all parent of children at Milton Primary School, and to all teachers and staff at the school. Copies will be available on the School Website, from the Secretary of the Parent Council and from the school office.
   3. Meetings of the Parent Council shall be open to all parents 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.
   4. Suggestions for fundraising and authorisation of expenditure should be forwarded to the Secretary, for approval by the Chair for inclusion in the agenda.
   5. Decision making will be through a vote of those present with a 75% majority required.
   6. Any decisions out with the meeting schedule shall be circulated by e-mail to council members and a vote taken with a 75% majority required. The secretary will record the vote and decision for inclusion in the next set of minutes.
   7. Any suggestions to be raised with the Parent Council can be noted at a meeting, made to an office bearer or handed in to the school office in an envelope marked Parent Council
3. **Appointment of Senior Staff at the school**
   1. By law it is the responsibility of the Education Department to inform the Parent Council about the authority’s procedures for filling any Head or deputy headteacher, other than on an acting basis
   2. Education Authority has a duty to provide the members of the Council any appropriate training required to assist them in the process of appointment, this training should also be provided to any person (non-member) assisting the Council
4. **Funds**
   1. The Treasurer will continue to operate the bank account in the name of Milton Primary School PTA for all funds raised. Withdrawals will require the signatures of two Office Bearers. Any of the office bearers can transfer funds using online banking (once expenditure has been approved accordingly).
   2. 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 AGM. The Accounts will be reviewed by the reviewer appointed at the previous AGM.
   3. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council
5. **Changes to the Constitution**
   1. The Parent Council may change it Constitution after obtaining consent from member of the Parent Council. Members of the Parent Council will be sent a copy of the proposed amendments (s), and given reasonable time to respond to the proposal(s)
6. **Dissolution**
   1. The Parent Council may be dissolved only at an Extra-ordinary General Meeting called for that purpose.
   2. The decision to dissolve will be taken by a vote of those present with a 75% majority required
   3. Any assets remaining on dissolution shall become the property of Milton Primary School and shall be added to the school fund.

**A copy of the revised Constitution must be sent to the local Education Authority, along with a list of Parent Council members**

**Note: The rights of the “Parent” in respect of the Parent Council matters, shall equally apply to Legal Guardians or Carers of children at the school**

Adopted as the formal constitution of Milton Primary School

September 2020