

Avoch Primary School Parent Council Constitution

This is the constitution for Avoch Primary School Parent Council. For the purposes of this document, the word 'parents' refers to all parents, guardians and carers of children at Avoch Primary School.

1. Aims

- 1.1. The aims of Avoch Parent Council (APC) are
- 1.1.1. to promote co-operation and partnership between parents and the school, its pupils, the education authority, the community and national and regional parent fora;
 - 1.1.2. to develop and engage in activities which support and advance the education and welfare of the pupils;
 - 1.1.3. to identify and represent the views of parents on matters affecting the education and welfare of the pupils.

2. Powers

- 2.1. APC shall have the power to do anything considered by them to be in furtherance of the aims remembering that they are there to represent the views of parents.

3. Membership

- 3.1. The membership will be a minimum of six parents. The upper limit is forty.
- 3.2. Any parent of a child at the school can volunteer to be a member of APC. In the event that the number exceeds 40, members will be chosen by sightless selection (names in a hat). Anyone not selected to be a member of APC may be offered the opportunity to be part of any sub-groups set up by APC.
- 3.3. Post holding positions will include a Chair, Co-chair, Treasurer and Secretary.
- 3.4. The Head Teacher of Avoch Primary School or a school representative has the right and the duty to attend meetings of APC in an advisory capacity.

4. Co-option of Members

- 4.1. APC may co-opt members of the wider community, who may include teaching and support staff in the school, to assist it with carrying out its functions.
- 4.2. The number of parent members on APC must always be greater than the co-opted members, two thirds being made up of Parents and a maximum of one third co-opted members.

5. Period of Tenure

- 5.1. At the AGM, the Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish.

6. Selection of Post Holders

- 6.1. The Chair, Co-chair, Secretary and Treasurer of APC will be agreed by the Parent Council members immediately following its formation.

- 6.2. APC will be chaired by a parent of a child attending Avoch Primary School. If the child ceases to be a pupil, a new Chair or Co-chair will be agreed at the next meeting.

7. Reports and Meeting Arrangements

- 7.1. The Parent Council is accountable to Parents at Avoch Primary School and will make a written report to them at least once each year on its activities. The report will be distributed to parents via email/school bags and copies will be made available on request.

7.2. Annual General Meeting (AGM)

- 7.2.1. The AGM will be held in September of each year. A notice of the meeting, including date, time and place, will be sent to all Parents at least two weeks in advance. The meeting will include

- 7.2.1..1. A report on the work of APC
- 7.2.1..2. Selection of the new Parent Council
- 7.2.1..3. Discussion of issues that parents may wish to raise
- 7.2.1..4. Approval of the accounts and appointment of the auditor

7.3. Special General Meeting (SGM)

- 7.3.1. Any six Parents may request a SGM to discuss issues falling within the remit of APC. APC will give Parents two weeks notice of the meeting and distribute notice of the matter/s to be discussed.

7.4. Parent Council Meetings

- 7.4.1. Meetings of APC are open to all parents.
- 7.4.2. The parent council will meet at least once every school term.
- 7.4.3. Any two members of APC may request an additional meeting be held and all members of APC will be given at least one week's notice of date, time, agenda and place of meeting.
- 7.4.4. If a member of APC acts in a way that is considered by other members to undermine the objectives of APC their membership will be terminated if the majority of parent members (excluding co-opted members or staff) agree. Termination of membership would be confirmed in writing to the member.
- 7.4.5. At the meetings of APC, six parent members, at least two of whom are office bearers, will form quorum.
- 7.4.6. Should a vote be necessary when making a decision, each Parent (excluding co-opted members or staff) present at the meeting will have one vote with the Chair having the casting vote in the event of a tie.
- 7.4.7. Minutes of APC meetings will be made available to all parents via email, the school website or hard copy by request.

8. Funds

- 8.1. On initial formation, the Treasurer will open a bank or building society account in the name of Avoch Parent Council for all funds. Withdrawals will require the signature of the Treasurer and one other member of APC.
- 8.2. The Treasurer will keep an accurate record of all income and expenditure, and may provide a summary of this for each meeting of APC and a full account for the AGM. APC accounts will be audited by the auditor appointed at the previous AGM.
- 8.3. APC will be responsible for ensuring that all monies are used in accordance with the objectives of APC.

9. Changes to the Constitution

- 9.1. Changes or additions to the constitution must be made at an AGM or an SGM called for the purpose. The proposed change must be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10. Dissolution

- 10.1. Should APC cease to exist, any remaining funds will be passed to Avoch Primary School to be used for the benefit of the school where it continues or the education authority, where it does not.

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