



Underbank Primary School Parent Council Constitution



Revised September 2022

Underbank Primary School, 159 Lanark Road, Crossford, South Lanarkshire, ML8 5QQ

This is the constitution for Underbank Primary School Parent Council.

Note for the purposes of this document :

“A parent is defined as any person who is a parent, carer or guardian of any pupil at Underbank Primary School”

Objectives of the Parent Council:

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

Membership of the Parent Council:

- The membership will be a minimum of three parents of children attending the school.
- The maximum size will be twenty parents of children attending the school plus the Head Teacher.
- Where possible the Parent Council will be made up of representatives from each year group.
- Any parents 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 number of places set out in the constitution, members will be selected by ballot.

Co-option:

- A parent Council may co-opt up to three to assist it with carrying out its functions.
- The number of parent members on the Parent Council must always be greater than co-opted members.
- Two – thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school.
- The Parent Council may extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.

Period of Tenure on Parent Council:

- The Parent Council membership will be reviewed and confirmed annually at the AGM.
- Parents may continue as members on the Parent Council provided their child is still at the school and provided the maximum number for membership is not exceeded.
- Co-opted members will be invited to serve for a period of up three years after which time the Parent Council will review and consider requirements for co-opted membership.
- Parents will have up to six weeks to select their representatives.

Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.

Selection of Chair/ Post holders:

- The Chair and Vice-chair of the Council will be agreed by the Parent Council members immediately following its formation.
- Office bearers will be re-selected by the Parent Council on an annual basis at the annual meeting of the Parent Forum which will be open to all Forum Members.
- The Parent Council will be chaired by a parent of a child attending Underbank Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

Reporting / Meeting Arrangements:

- The Parent Council is accountable to the Parent Forum for Underbank Primary School and will make a report to it at least once each year on its activities on behalf of all the Parents. Regular updates will be sent to parents via the school postbag after each PC Meeting has concluded.
- Any member of the Forum can request a meeting to be considered. If however 20% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter or matters to be discussed at the meeting.

- 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 Parent Forum at least 2 weeks in advance. The meeting will include:
 - *A report on the work of the Parent Council and its committee*
 - *Selection of the new Parent Council*
 - *Discussion of issues that members of the Parent Forum may wish to raise.*
- The Parent Council will aim to meet once per school term e.g. early September / November / March and late May. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 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 week's notice of date, time and place of the meeting.
- 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 parent members agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member.

Minutes / Procedures of Meetings:

- Copies of the minutes of all meetings will be available to all parents of children at Underbank Primary School and to all teachers/staff at the school. Copies will be available from the Chair of the Parent Council or from the school office.
- Meetings of the Parent Council shall be open to the public, 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.

Funds:

- Fundraising is tackled via our school PFA Committee. They will keep an accurate record of all income and expenditure and provide their own PFA meeting with a full account for the annual meeting.
- The Head Teacher, on behalf of the Parent Council will ensure all monies are used in accordance within the objectives of the PFA and Parent Council.
- Should the PFA or Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.

Changes to the Constitution:

- The Parent council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. If there are no responses within two weeks, then the Parent Council may assume acceptance.
- A copy of the revised constitution must be sent to the local Education Authority along with a list of Parent Council Members.
- A copy of this constitution can be accessed from the school website.

How Parent Councils operate during a pandemic such as COVID-19:

With the restrictions on parents/carers visiting schools, Parent Councils will be adapted and take advantage of the technology available to enable the group to hold their meetings using a digital platform such as Microsoft Teams or Zoom or Google Meet. The decision on which platform to use will be decided by the Chairperson and Head Teacher.

Underbank Primary met via the Microsoft Teams platform during the Covid-19 pandemic.

At the first meeting annually, the PC should take a vote as to whether they wish to proceed via online meetings, carry out meetings on a 'face to face' basis or via hybrid method.

