



CASTLEHILL PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

This is the constitution for the Castlehill Primary School Parent Council.

The following terms are used:

- Parent – read as parent, carer or guardian.
- Parent Council – representing all parents at Castlehill Primary.

1. OBJECTIVES OF THE PARENT COUNCIL

- 1.1 To work in partnership with the school to create a welcoming community which is inclusive for all parents and pupils.
- 1.2 To promote partnership between the school, its pupils, all its parents and the local authority.
- 1.3 To develop and engage in activities which support the education and welfare of the pupils.
- 1.4 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 pupils.

2. HOW THE PARENT COUNCIL IS MADE UP

2.1 Membership

Membership of Castlehill Parent Council will be no less than 7 and no greater than 12 persons and should, where possible, comprise:

- 4 - 9 parents representing the nursery, the ELR and the mainstream primary school.
- A representative of staff from any area of the campus.
- A local community representative.
- The Head Teacher.

2.2 Nominations.

Parents may nominate themselves for appointment to Castlehill Parent Council and this self-nomination should be submitted, in writing, to the Chair of the Parent Council.

Where there are more nominations than places available, a draw will be held, which should be attended by the nominees and no less than a quorum of the Parent Council. The draw should be conducted by the Chair of the Parent Council.

2.3 Pupils representation

Representatives of the Pupil Council may attend the Parent Council whenever they wish.

2.4 Length of service

Members of the Parent Council will be selected for a period of 2 years, after which they may put themselves forward for re-selection if they wish.

3. GOVERNANCE

- 3.1 Castlehill Parent Council will have a Chair, Treasurer and a Secretary which will be agreed by the Parent Council members immediately following its formation.
- 3.2 Although the period of office is two years, Office bearers will be re-adopted by the Parent Council on an annual basis at the start of each session.
- 3.3 The Parent Council may co-opt up to 4 members to assist it with carrying out its functions.
- 3.4 The Parent Council will be chaired by a member of the Parent Council with a child in the school. In the event of the Chairperson's child ceasing to attend Castlehill, that person's term of office will be terminated and a new Chair will be appointed at the next scheduled meeting.
- 3.5 The quorum shall be not less than 4 members of the Parent Council and if a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.
- 3.6 The Parent Council will have a subsidiary group for fundraising (the School Fundraising Team) who report to the Parent Council.
- 3.7 The Parent Council is accountable to Castlehill School Parents and will make a report to them at the AGM on its activities.
- 3.8 Any Castlehill School Parent can request that a subject be discussed at a meeting of the Parent Council. This request must be submitted in writing to the Chair of the Parent Council or the Head Teacher of the school, not less than one week prior to the date of the next meeting.
- 3.9 If 15 Castlehill School Parents 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 Castlehill School Parents at least 1 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 3.10 The Annual General Meeting (AGM) will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all Castlehill School Parents at least 2 weeks in advance.
- 3.11 The quorum for an AGM or special general meeting should be 6 members of the Parent Council.

The AGM agenda will include:

 - A report on the work of the Parent Council and the School Fundraising Team.
 - A report by the Head Teacher on the work of the school.
 - Selection of the new Parent Council.
 - Discussion of issues that Castlehill School Parents may wish to raise.
 - Approval of the accounts.
- 3.12 The Parent Council will meet on a minimum of 4 occasions each year. 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.
- 3.13 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 3.14 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 Council members agree by confidential ballot. Termination of membership would be confirmed in writing to the member.

- 3.15 Copies of the minutes of all meetings will be available to all parents of children at Castlehill and to all staff at the school from the Secretary of the Parent Council, from the school website and from the school office. Copies will also be available to the Local Authority.
- 3.16 Matters relating to issues of a confidential nature will not be recorded in an 'open' minute, but will be recorded and retained in a 'closed' minute. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
- Matters relating to individual teachers, children or parents must not be the subject of discussion at Parent Council meetings.
- 3.17 Any proposed amendment to the constitution will be made available to Castlehill School Parents giving a reasonable time to respond to the proposal.
- 3.18 The Parent Council may change its constitution after obtaining consent from a majority of members of Castlehill School Parents attending the AGM.
- 3.19 The Parent Council will have the authority to establish sub-groups or working parties for a specific purpose.

4. THE SCHOOL FUNDRAISING TEAM:

4.1 The School Fundraising Team (SFT)

- SFT is a subsidiary group of the Parent Council and will be represented at the Parent Council meetings.
- The Parent Council and the SFT Office Bearers, in consultation with the school, will jointly agree the allocation of funds raised.
- The SFT has a bank account with 2 signatories required to issue cheques.
- The SFT will report on its work to the AGM, and present audited accounts for approval.
- The SFT will have 3 Office Bearers elected annually by the SFT membership: Chair, Secretary and Treasurer who also acts as the Treasurer for the Parent Council.

4.2 The SFT Chair will:

- Coordinate and structure the meetings of the SFT
- Liaise with the Parent Council and the school regarding fund raising issues, helping to prioritise needs.
- Publicise the work of the SFT to other parents and the wider community.
- Be responsible for ensuring that Risk Assessments are completed for each event.
- Work closely with the Secretary and Treasurer to ensure the smooth running of the team.
- Provide a written Annual Report to the Parent Council.
- Report on the SFT activities to Parent Council meetings, attending these when possible, and otherwise liaising with the Treasurer to ensure SFT representation at these meetings.

4.3 The SFT Secretary will:

- Keep accurate records of the SFT meetings.
- Ensure that the Lets are booked for school events with East Dunbartonshire Council.
- Assist the SFT to publicise events through leaflets and posters.
- Send out reminders of events by email and in school bags.

- Liaise with the school office and assist with photocopying.

4.4 The SFT Treasurer will:

- Ensure that the book-keeping is accurate and up to date.
- Provide a financial update for each SFT meeting.
- Organise floats for SFT events.
- Collect funds raised and bank them ASAP.
- Oversee the payment of receipts from events.
- Produce audited accounts for the Parent Council AGM.
- Report on the SFT accounts to Parent Council meetings, attending these when possible, and otherwise liaising with the SFT Chair to ensure SFT representation at these meetings.
- Ensure a smooth handover of the accounts and all documentation and receipts when they step down.

Date approved: 21st November 2018

Signed:


Parent Council


J. WATSON

by the Chair(s) on behalf of the School

Signed:

Parent Council.


C. MILLER

by the Chair(s) on behalf of the School

