



CASTLEHILL PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

This is the constitution for 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.

Date approved: ____28 September 2021_____

Signed: __Katie Reid and Dave Nettleship_____

By the Chair(s) on behalf of the School Parent Council.

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 schools 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 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 wishing to join Castlehill Parent Council should send their request, in writing, to the Chair or Secretary of the Parent Council.
- 2.3 Pupils' representation. Representatives of the Pupil Council may attend the Parent Council whenever they wish.

3 GOVERNANCE

- 3.1 Castlehill Parent Council will have a Chair (or co-Chairs), Treasurer and a Secretary, who will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-adopted by the Parent Council on an annual basis at the start of each session.
- 3.2 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.
- 3.3 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.
- 3.4 The Parent Council is accountable to Castlehill School Parents and will make a report to them at the Annual General Meeting (AGM) on its activities.
- 3.5 The Parent Council will meet on a minimum of 4 occasions each year. Meetings of the Parent Council shall be open to the public where possible unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis.
- 3.6 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 or Secretary of the Parent Council or the Head Teacher of the school, not less than one week prior to the date of the next meeting.

- 3.7 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.
- 3.8 Copies of the minutes of all meetings will be available to 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 made available to the Local Authority.
- 3.9 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 related to individual teachers, children or parents must not be the subject of discussion at Parent Council meetings.
- 3.10 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 week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 3.11 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 Castlehill School Parents at least 2 weeks in advance.
- 3.12 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.
 - Reconfirmation or appointment of new Chair, Treasurer and Secretary.
 - Discussion of the issues that Castlehill School Parents may wish to raise.
 - Approval of the accounts.
- 3.13 The Parent Council will have a subsidiary group for fundraising (the School Fundraising Team) who report to the Parent Council. The Parent Council will also have the authority to establish other sub-groups or working parties for a specific purpose.
- 3.14 The Parent Council may change its' constitution after obtaining consent from a majority of members of Castlehill School Parents attending the AGM. Any proposed amendment to the constitution will be made available to Castlehill School Parents giving a reasonable time to respond to the proposal.
- 3.15 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.

4 THE SCHOOL FUNDRAISING TEAM:

4.1 The School Fundraising Team (SFT)

- The SFT is a subsidiary group of the Parent Council and will be represented at the Parent Council meetings.

- The Parent Council and the SFT, 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 work with the Treasurer to present audited accounts for approval.

4.2 SFT members will:

- Liaise with the school office to publicise the work of the SFT and its events to other parents and the wider community – including sending out reminders by email and in school bags.
- Be responsible for ensuring that Risk Assessments are completed for each event.

4.3 The Treasurer will:

- Ensure that the book-keeping is accurate and up to date.
- 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.
- Ensure a smooth handover of the accounts and all documentation and receipts when they step down.