

Aboyne Primary School Parent Council Constitution 2023/2024

This is the constitution for Aboyne Primary School Parent Council (hereafter known as the 'Council')

1. The objectives of the Council are:

- To work in partnership with the school for the benefit of the pupils.
- To promote partnership between the school, pupils, parents and carers and the wider community.
- 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 pupils.

2. The membership will be a minimum of six parents of children attending the school. The Head Teacher, a member of the teaching staff, a local councillor and a community representative will also be invited to join. The maximum number of members of the Council will be 12. The number of parents on the Council will always exceed the other members.

2a. The Head teacher has a right and a duty to attend meetings or be represented by another member of staff. The Head teacher attends the meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum. (Parental Involvement Act of 2006).

2b. Data held as part of the Parent Council's work should be held under appropriate GDPR (EU) (data handling reference in line with GDPR).

2c. Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at Parent Council meetings.

3. The Council will be an umbrella group under which there are two subgroups. These will have responsibility for:

- Fundraising
- Class Representatives

One parent member from the Council will head each subgroup and will have responsibility to feedback to the Council at each meeting. Two parent members of the Council will take on the statutory roles of Chair and Treasurer.

4. The parent members of the Council will be agreed at the annual general meeting (AGM). In the event that there are a number of volunteers for each post, council members will be selected by the members of the Parent Forum at this meeting. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.

5. The Council will be elected for a period of one year, after which they may put themselves forward for re-selection. To maintain continuity there will not be more than a 50% change out of Council members in any given year. For each Council position there will be a maximum term of 3 years. In exceptional circumstances this may be extended by agreement of the Council.

6. If a parent member of the Council no longer has a pupil at the school their role on the Council will be terminated and their replacement agreed at the next meeting.

7. This constitution will be reviewed on an annual basis and any proposed changes will be circulated to the Parent Forum for approval. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposal.

8. The Council may co-opt up to two people who do not currently have children at the school to assist it with carrying out its functions.

9. The Council is accountable to the Parent Forum for Aboyne Primary School and will make a report to it at least once each year on its activities on behalf of all the parents and carers.

10. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Forum at least two weeks' notice of the meeting, and at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

11. The AGM will be held in autumn 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 two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its sub-groups
- Selection of the new Parent Council members as appropriate
- Discussion of the issues that members of the Forum may wish to raise
- Approval of the accounts and appointment of the auditor

12. The Council will meet at least once in every school term. 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. A quorum of six members with the parents in the majority will be required. Sub-groups will meet on an ad-hoc basis.

13. Any two members of the Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of the date, time and place of the meeting.

14. Copies of the minute of all meetings will be available to all parents and carers of children at Aboyne Primary School and to all teachers at the school. Copies will be viewed from the school website or noticeboards and can be requested by contacting the Council.

15. Members of the Council with responsibility for the sub-groups will feed back to the Council on the work of these groups at each meeting.

16. The Treasurer will maintain the bank account in the name of the Council for all funds. Withdrawals will require the signature of the Treasurer and one other Council member.

17. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Council meeting and a full account for the AGM. The Council accounts will be audited by the auditor appointed at the previous AGM.

18. The Council shall be responsible for ensuring all monies are used in accordance with the objectives of the Council.

19. Should the Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, (or schools), where this continues.