

## Sciennes Parent Council - Constitution

This is the constitution of Sciennes Parent Council ('the Council'). The Council is a Parent Council as described in the Scottish Schools (Parental Involvement) Act 2006. The terms 'Parent Council' and 'Parent Forum' are as defined by the Scottish Schools (Parental Involvement) Act 2006 and the term 'parent' as defined by the Children (Scotland) Act 1995.

### 1. Role

The role of the Council is to support the work of Sciennes Primary School ('the school') and to work to establish a sense of community within the school.

### 2. Aims

The aims of the Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
2. To promote partnership between the school, its pupils and all its parents, and with the local community.
3. To develop and engage in activities which support the education and welfare of pupils both formally and informally.
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 pupils.

### 3. Membership

The membership of the Council will be a minimum of seven parents of children attending the school plus three staff members including the Head Teacher and Business Manager. The maximum size is twenty, of whom seventeen will be parents.

The membership of the Council should be drawn from volunteers from the Parent Forum and staff of the school. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected in order to:

Help ensure best representation of each year group within the school

Help ensure best representation of the diversity within the school

Should these methods fail to ensure the number of volunteers is within the limits set by the constitution lots will be drawn.

Where a maximum of 20 members has not been reached, the Council can co-opt further members to help achieve best representation across the school.

Where there are more volunteers than can be accommodated on the Council 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. The Council will also maintain a reserve list of volunteers should vacancies arise.

The membership of the Council should be drawn from as wide a cross section of parents as is possible including each year group and should be as representative of the makeup of the pupil population as possible. The membership of the Council should also reflect the range of activities which are carried out by any sub groups (see Section 7). Where there are significantly large or long

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term sub groups there should be an appropriate level of representation on the Council.

There is no maximum length of term for membership of the Council but the Council should aim to ensure that there are new members identified at each Annual General Meeting.

### **4. Office Bearers**

The Chair, (and Co-Chair or Vice-Chair if appointed), Treasurer, Co-Treasurer and Fundraising & Events Convener of the Council must be Council members and will be appointed by the Parent Forum at each AGM. Office Bearers are appointed for one year and may hold office for a period of three consecutive years.

The Chair must be a parent of a child at the School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

All other ordinary members of the School Council are elected annually at the AGM or can be co-opted as described in Section 3 above.

The Council Secretary/Clerk is not formally appointed as funding for this role is provided by the City of Edinburgh Council in conjunction with the Parental Involvement Unit.

### **5. Meetings**

The Council will meet a minimum of once per term, and additionally as is required. As far as is practicable there should be a meeting within the first month of each term. A meeting will be deemed to be quorate if there are at least forty percent of members present, with the minimum being five members in attendance of whom at least four must be members of the Parent Forum. The parents must include at least one Office Bearer.

Additional meetings will be called by the Council as required. The Council must meet if a minimum of four Council members request a meeting. Two week's notice will be given for each meeting.

The Council has the power to convene a meeting of the Parent Forum if required. The Parent Forum must also meet if requested by a minimum of fifteen parents.

All meetings of the Council will be held in public and members of the Parent Forum and staff are welcome to attend. The only exception to this will be if issues of a confidential nature are to be discussed. Confidential issues will be agreed between the Chair and Head Teacher. Any such discussions will take place in private.

If any issue discussed by the Council requires to be put to a vote all Council members will have a single vote. The Chair will have a casting vote. No-one else in attendance will be eligible to vote.

The Council may invite any individual not a member of the Parent Forum to attend a meeting if it wishes.

There will be a formal agenda for each meeting and this will be circulated to Council members in advance by the Secretary/Clerk or other Office Bearer on behalf of the Chair. Reports to be tabled for discussion at meetings should, where possible, be circulated to the members in advance of any

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meeting. All meetings of the Council will be minuted and minutes will be published to the Parent Forum following each meeting.

Any parent may submit a topic for discussion at a Council meeting by intimating this at least two weeks in advance.

Members of the Council will aim to attend meetings of the Sciennes School Pupil Council at least twice yearly or as requested by the Pupil Council.

### **6. Annual General Meeting**

There will be an Annual General Meeting of the Parent Council, incorporating a meeting of the Parent Forum. This will provide an opportunity to discuss issues that members of the Parent Forum may wish to raise. The Annual General Meeting will take place in June each year and at least one month's notice of the date and time of the meeting will be given.

At the Annual General Meeting the Council will provide a report on its activities, on the finances, elect Office Bearers and appoint members of the Parent Council. The Annual General Meeting will also appoint an independent reviewer who will carry out an annual audit of the Council's accounts including the Chess and Football Clubs.

The Council will publish an annual report which will be available to the Parent Forum at least two weeks before the Annual General Meeting.

Resolutions may be presented and voted on at the Annual General Meeting if they submitted by the Council or are endorsed by a minimum of fifteen parents.

A resolution for the dissolution of the Council may be presented by a minimum of fifteen parents. In order to pass such a resolution at least three quarters of the parents attending the meeting must vote in favour.

### **7. Sub Groups**

The Council has the power to set up sub groups as required. These may be either single issue working groups or may carry out ongoing activities as part of the overall work of the Council. Each sub-group will have a Convener and are encouraged to rotate Conveners on a regular basis. Only the Fundraising & Events Convener will be an elected Office Bearer of the Council.

All sub groups will operate within a Terms of Reference agreed by the Council and should agree an annual plan and review. The sub group Conveners will provide regular status reports on their activities to the Council at the termly meetings. The permanent sub groups are Communications, Clubs and Fundraising & Events.

The Clubs sub group which includes After School, Chess and Football Clubs and links with the Active Schools Clubs report in to the Council so as to ensure appropriate coverage from an insurance and PVG perspective. Additionally the Chess and Football Clubs report financially to the Parent Council on an annual basis and are accordingly covered by the SPTC membership (Scottish Parent Teacher Council) and associated public liability insurance.

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### **8. Finance**

The Treasurer will maintain a bank account in the name of the Sciennes Parent Council for all Council funds. Withdrawals will require the signature of the Treasurer and one other named individual (either Co-Treasurer, Fundraising & Events Convener, or Council Chair).

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 Annual General Meeting. The Council accounts including the Chess and Football Clubs will be audited by the independent reviewer appointed at the previous Annual General Meeting.

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

### **9. Complaints**

Formal complaints about Council activities shall be made in writing (or by email) to the Council Chair or Vice-Chair and copied to the Head Teacher. The Head Teacher and the Chair will endeavour to ensure that a satisfactory outcome is achieved for the complainant and that processes and procedures are updated as required.

### **10. Behaviour of Council Members**

If a Council member acts in a way that is considered by other members to undermine the objectives of the Council, their membership of the Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

### **11. Changing the Constitution**

The Council may change its constitution after obtaining consent from a majority of the Parent Forum at a meeting. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

### **12. Dissolution of the Council**

The Council may be dissolved at a Special General Meeting called for that purpose provided that at least three quarters of the parents attending the meeting vote in favour.

In the event of the dissolution of the Council any assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to the school to be held in trust and applied for any purpose which the law regards as charitable for the benefit of the children attending the school.

If the reason for the winding up of the Council is the closure of the school then the residuary assets shall be given or transferred to a recognised charitable body or bodies with similar objects.