

Dunoon Primary School Parent Council (“the Parent Council”) Constitution

1) AIMS

- a) To promote close partnership, co-operation and communication between parents and teachers and the community.
- b) To discuss matters of mutual interest relating to the education and welfare of pupils.
- c) To engage in activities which support and advance the education of pupils attending Dunoon Primary School.

2) POWERS

- a) The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the parent forum.

3) NUMBER OF MEMBERS

- a) The membership of the Parent Council consists of parents/carers of children attending Dunoon Primary, as selected by the parent forum and shall consist of a minimum of six parents/carers and a maximum of twenty parents/carers who have pupils attending Dunoon Primary at the relevant time.
- b) The appointment of members shall take place at the AGM.
- c) In the event of there being more than twenty volunteers, places for Parent Council members shall be determined by a secret ballot.
- d) In the event of there being fewer than six volunteers, members of the Parent Council shall be automatically appointed at the AGM and places filled at any meeting after the AGM.

4) TERMINATION OF MEMBERSHIP

- a) Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology, the member will be deemed to have retired from the Parent Council.
- b) If a Parent Council member acts in a way which is considered by members to undermine the objectives of the Parent Council, membership of the Parent Council shall be terminated if the majority of the Parent Council members agree.

Termination of membership will be confirmed in writing to the member by the Chairperson of the Parent Council.

5) ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting (AGM) shall be held in September each year.
- b) The notice calling the AGM shall be sent to the Parent Forum at least two weeks in advance.
- c) The business shall include:-
 - i) the work of the Parent Council
 - ii) approval of the accounts
 - iii) any resolutions submitted by the parent forum
 - iv) election of members to serve on the Parent Council
- d) At all AGMs voting shall be on the basis of one vote per parent/carer/full Parent Council member present at the meeting.
- e) At all AGMs meetings the quorum shall consist of seven members of the Parent Council.
- f) The Parent Council or any seven members of the parent forum shall have the power to call an Extraordinary General Meeting.

6) PARENT COUNCIL MEMBERSHIP

- a) Members of the Parent Council shall be appointed at the AGM. They shall be elected for a two year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.
- b) The office bearers will be chairperson, vice-chairperson, secretary, treasurer and such others as may be required. They shall be elected for a two year term and eligible for re-election. The office bearers will be elected by the Parent Council at the first meeting after the AGM.
- c) The Parent Council may co-opt any other member of the parent forum to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.
- d) The Head teacher or his/her representative has a right and a duty to attend meetings of the Parent Council. In addition any other teacher employed at Dunoon Primary School may attend any Parent Council meeting should they wish to do so.
- e) Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.
- f) The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

7) MEETINGS

- a) Members of the Parent Council shall meet for a minimum of four times in any school year and at any such other times as required.
- b) At all meetings of the Parent Council a third of members, at least one of whom should be an office bearer, shall form quorum.
- c) All Parent Council meetings shall be open and any member of the parent forum may attend although they will not have voting rights. In the event that the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis, only members of the Parent Council and the Head Teacher or his/her representative may attend.

8) FINANCE

- a) The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.
- b) The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance in advance of the AGM.
- c) The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council.

9) CHANGES TO THE CONSTITUTION

- a) Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by the majority of those present.

10) DISSOLUTION

- a) In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at Dunoon Primary school as necessary.