

Parsons Green Primary School

Parent Council Constitution

November 2021



1. Overview

The Parsons Green Parent Council (PGPC) represents the Parent Forum of the school under the provisions of the Scottish Schools (Parental Involvement) Act 2006. The 'Parent Forum' is the parents and carers of the pupils in attendance at the school.

2. Our objectives

The Objectives of the PGPC are:

- To work in and promote partnership with the school to create a welcoming school which is inclusive for all parents/carers, and which includes the wider school community.
- To develop and engage in activities which support and enhance the education and welfare of the pupils.
- To identify, represent and channel the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To acknowledge and recognise the efforts of all who are involved in school activities, parents, staff and pupils.
- Support the Head Teacher and staff in all aspects of school life.
- Raise funds and distribute to areas of need.

3. Membership of the Parent Council

Any parent or carer with a child at Parsons Green school may become a member of the Parent Council. There is no maximum number of members. To become a member, simply attend one of the Parent Council meetings and express your interest. The PGPC will encourage all parents to contribute to its activities.

The Parent Forum are consulted and invited to meetings held throughout the year and will allow the Parent Council to represent their views on their behalf.

The Head Teacher will be a co-opted member of the PGPC. The Head Teacher has both a right and duty to attend, or be represented at, all PGPC meetings. The PGPC may co-opt interested staff (both teaching and support staff), members of the wider community, or volunteers from outside organisations, as required.

4. Office Bearers

The PGP will have a chair, vice-chair, secretary, treasurer, and other officers as deemed necessary to enable it to carry out its functions and fulfil its objectives. Posts may be shared. All office bearers must have a child at Parsons Green school or nursery.

These office bearers will be elected annually. If for any reason a role becomes vacant during that time, the PGP will agree another parent member to serve the remainder of the term.

The PGP may form such sub-groups as it considers necessary to carry out its functions and fulfil its objectives. It will set the remit for, and may delegate appropriate authority to, each sub-group. Each sub-group will report to the PGP on its activities.

5. Timing and Notice of Meetings

There will be at least one meeting held per term and an Annual General Meeting (AGM) held at the end of the school year.

The date and agenda for meetings will be made known to parents and the school community in advance. All parents, staff, and pupils are welcome to submit agenda items to the secretary for inclusion in the agenda. Agenda items must be submitted in advance of the meeting.

If 20 members of the Parent Forum request a meeting to discuss issues falling within the Council's remit, the PGP shall arrange this. The PGP shall give all members of the Parent Forum at least two weeks' notice of the meeting and circulate notice of the matters to be discussed at the meeting.

6. Structure of Meetings

The Parsons Green Parent Council will be chaired by a parent of a child attending the school.

As far as possible, the PGP meetings, and sub-group meetings, will take decisions by reaching consensus.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.

Co-opted members will have the right to be heard at any meeting they attend, but will not have any right to vote, where voting is required.

The PGP will have due regard to the advice of the Head Teacher, or any representative of the Head Teacher, in reaching its decisions.

It is important for all members to be respectful when others are speaking, even if/when they don't necessarily agree. Any member can let the Chair know if they wish to speak.

Minutes will be taken of all meetings. Copies will be made available to all parents, to staff, and to the Head Teacher.

7. Conduct at Meetings

If anyone present at any meeting acts in a way that is considered by other members present at the meeting to undermine the objectives of the PGP, they will not be allowed to take any

further part in the meeting, and may be required to leave the meeting if there is any further disruption.

If a PGPC member continues to act in a way that is considered by other members to undermine the objectives of the PGPC, a proposal that their membership of the PGPC be terminated should be placed on the agenda of the next meeting. Their membership will then be terminated if a majority of members present at that meeting agree, and this will be confirmed in writing to the member. Where the member was an officer of the PGPC, the office will be deemed to have become vacant.

8. Individual issues and personal grievances

The PGPC will not become involved in individual parent grievances, which should be pursued through the education authority's complaints procedures, with the school or the authority as appropriate.

Members should not use meetings to push forward their own issues. Most parents join because they want to help their own child/ren but members are there to try to represent the views and interests of the Parent Forum. Members may raise concerns at meetings but the whole council should make sure this is not just one person's issue.

9. Annual General Meeting

An Annual General Meeting will be held. 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 Parsons Green Parent Council and any sub-groups
- Election of officers for the forthcoming year
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor.
- Head Teacher's report

10. Funds

The Treasurer will open a bank or building society account in the name of the Parsons Green Parent Council for all Parsons Green Parent Council Funds. Withdrawals will require the signature of the Treasurer and one other Parsons Green Parent Council Member.

The Treasurer will keep a record of all income, expenditure and running costs, and will provide a summary of this for each PGPC meeting and a full account for the Annual Meeting. The auditor appointed at the previous Annual Meeting will audit the PGPC Accounts.

Should the PGPC cease to exist, any remaining funds will be passed to the School to be used for the benefit of the School.

11. Accountability

The PGPC is accountable to the Parsons Green Parent Forum. The PGPC Council will publish a report at least once each year on its activities on behalf of parents. This report will be made available to all parents, pupils, the Head Teacher and other staff of the school, as well as to the education authority.

12. Confidentiality

If the PGPC is discussing an issue which it considers should be dealt with on a confidential basis, the discussion may be restricted to a closed group. In such cases, the PGPC officer bearers, having due regard to the advice of the Head Teacher, will decide how to proceed, including any restriction on discussion.

13. Changes to the Constitution

The Parsons Green Parent Council may change its constitution after consultation with the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

14. Exceptional Circumstances

In exceptional circumstances, following discussion among the officers and where a majority of the officers are concerned that there is a need to act quickly, they may do so, subject to that action being reported to and agreed by the next meeting of the PGPC. This may include calling meetings at shorter notice and without prior publication of papers.

Parsons Green Parent Council, November 2021