

## **Constitution of St Peter's RC Primary School Parent Council**

### ***Aims and Objectives of the St Peter's RC Primary School Parent Council***

1. This is the Parent Council constitution for St Peter's RC Primary School, Old Aberdeen. The Parent Council will be known as St Peter's RC School Parent Council (hereafter 'the Parent Council') which is an inclusive body drawing together all members of the school community, particularly parents, carers and school staff. Under the terms of the Scottish Schools (Parental Involvement) Act 2006, only those with parental rights (the Parent Forum) are entitled to select the parent/carer members of the Committee of the Parent Council and to amend the constitution.
2. The objectives of the Parent Council are:
  - To create a welcoming school which is inclusive of all members of the school community regardless of their nationality, ethnicity or faith;
  - To promote partnership between the parents/carers, school staff, pupils, the local community and the Roman Catholic Church;
  - To create a secure environment in which Gospel values of trust, respect, tolerance, honesty, generosity and forgiveness are seen in everything that is attempted;
  - To identify and represent the views of parents/carers on the activities of the school and other matters affecting the education, health, welfare and social development of the pupils;
  - To develop and engage in activities which support the education, health, welfare and social development of the pupils, and
  - To receive gifts and apply for and obtain grants in support of the above aims.

### ***Membership of the Parent Council Committee***

3. The membership of the Committee of the Parent Council (hereafter 'the Committee') will be a minimum of four parents/carers of children attending the school, one church nominee from the RC Diocese, and at least one member of the teaching staff from the school. The Head Teacher (or his or her representative) should also be in attendance at committee meetings. The maximum size of the Committee is twenty members, including co-opted members.
4. The Committee may co-opt up to six members to assist it with carrying out its functions, one of whom must be nominated by the local Diocesan Office of the Catholic Church. Other co-opted members will normally include a member of the teaching staff of the school (in addition to the member of teaching staff on the Committee in paragraph 3), a member of the support staff and a representative from the local community. The number of parent/carer members on the Committee must always be greater than co-opted members. Elected members from the local authority ward in which the school lies may be invited to attend meetings of the Parent Council and Committee.

Co-opted members will be invited to serve for a period of three years, retiring along with the rest of the Committee at the relevant Annual General Meeting of the Parent Council, after which time the Committee will review and consider requirements for co-opted membership.

5. Parent/carer members of the Committee will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election at a meeting of the Parent Forum. Anyone not selected to be a member of the Committee may be offered the opportunity to be part of any sub-committees set up by the Parent Council and will be invited to attend and participate in meetings. Volunteers may be invited on an *ad hoc* basis to participate in meetings and tasks throughout the year.
6. The Convenor, Treasurer and other office bearers of the Committee will be agreed by the Committee members immediately following its formation each year at the Annual General Meeting. A Vice Convenor may also be appointed. The Committee will be chaired by a parent/carer of a child attending St Peter's RC School. If the child ceases to be a pupil, a new Convenor will be agreed at the next meeting.
7. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer or the Clerk to the Committee and one other Committee member. More than one account can be held by the Parent Council and day-to-day accounts may be kept by the Clerk or designated committee members. The Committee shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council. The Treasurer will provide a report to the Annual General Meeting of the Parent Council. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
8. The Committee may appoint a Clerk to take minutes of Committee meetings and to keep an accurate record of selected accounts. The duties and remuneration of the Clerk will be determined by the Committee. No member of the Parent Forum may be appointed as Clerk to the Committee and receive remuneration for this role.

### ***Business of the Parent Council***

9. Each year, the Committee will agree on priorities for the group for the year and will appoint sub-committees to lead on specific tasks or sets of tasks. Examples include education and pupil welfare, social events and fund-raising, health promotion, school grounds and library. At least one member of each sub-committee, with a substitute, will be a member of the Committee and be responsible for sharing information between the Committee and the Sub-committee.
10. The Annual Meeting of the Parent Council will be held in September 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 2 weeks in advance. The meeting will include:
  - a report on the work of the Committee and its sub-committee(s),
  - selection of the new Committee,
  - discussion of issues that members of the Parent Forum may wish to raise, and
  - approval of all accounts held by the Parent Council and appointment of the auditor.
11. The Committee is accountable to the Parent Forum for St Peter's RC School as defined by the Scottish Schools (Parental Involvement) Act. The Committee will make a report to the Parent Council at least once each year on its activities. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Committee remit,

the Committee shall arrange this. The Committee shall give all members of the Parent Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

12. The Committee will meet at least once in every school term. The quorum for a meeting is four, of whom at least two must be parents/carers. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Convenor having a casting vote in the event of a tie. Any two members of the Committee can request that an additional meeting be held, and all members of the Committee will be given at least one week's notice of date, time and place of the meeting.
13. At least once each term, a representative of the Parent Council committee will attend a meeting of the Pupil Council (or appropriate alternative), to ensure pupils' views are communicated to the Parent Council at its next meeting.
14. If a Committee member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Committee shall be terminated if the majority of parent/carer members agree. Termination of membership would be confirmed in writing to the member.
15. The Committee will select member(s) to participate in appointment procedures for senior school staff.
16. Meetings of the Parent Council and its Committee shall be open to the public, unless the Committee is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Committee can attend. Individual cases relating to pupils, teachers or parents at the school are not matters for direct Committee or Parent Council involvement. Visitors' right to speak is at the discretion of the meeting convenor.
17. Copies of the approved minutes of all meetings will be available to all parents/carers, all school staff and to members of the local community via the school website and notice-board in school. Copies will also be available from the Secretary or Clerk of the Committee and from the school office. Information about the time, place and agenda of Committee meetings will normally be made available to the Parent Forum at least two weeks before a meeting in the same way. A newsletter will be sent home to parents and carers in school bags at least once a term to share information related to the activities of the Parent Council and more general education and welfare issues at the school.
18. The Parent Council may change its constitution after obtaining consent from members of 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.
19. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the direct benefit of the school, where this continues, or its replacement.