

Linlithgow Bridge Primary School

Parent Council Constitution

AIMS

The aim of the Linlithgow Bridge Primary School Parent Council (the "Parent Council") is the advancement of education through the following:

- a) Promoting co-operation and communication between Linlithgow Bridge Primary School and Nursery ("the School"), parents, carers, pupils and the local community
- b) Providing opportunities for the study and discussion of, and giving assistance in, matters of relating to the education and welfare the children at the School
- c) Undertaking activities which support and advance the education children at the School

MEMBERSHIP

There should be one or more Parent Council member representing each class within the school, including nursery.

Any parents / carers of a child at the School can volunteer to be a member of the Parent Council. Members may be nominated, or volunteer themselves, at the first Parent Council meeting of the school year. They shall be elected for a one year term, after which they may put themselves forward for re-selection if they wish.

There should be at least one member of the School staff on the Parent Council and at least one co-opted member should be invited to join the Parent Council. Staff and co-opted members shall retire at the end of the school year but shall be eligible to be co-opted for a further term.

The office bearers will be a Chairperson and Secretary and any others as may be required. The office bearers will be elected by the Parent Council the first Parent Council meeting of the school year. The Chairperson should always be a parent / carer member.

MEETINGS

The Parent Council should meet four times a year, with a minimum of at least one meeting every term. At least one week's notice of a meeting will be given to the Parent Forum, with details of the issues to be discussed.

Meetings of the Parent Council shall be open and any member of the Parent Forum may attend.

Meeting should be minuted and the minutes published within two weeks of the meeting taking place.

Should a vote be necessary to make a decision there should be a minimum of five members of the Parent Council present at the meeting. Each member of the Parent Council at the

meeting will have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have a casting vote in the event of a tie. Any other member of the Parent Forum attending will not have voting rights at Parent Council meetings.

Sub-groups may decide amongst themselves when and where to meet to suit their own agenda.

The Parent Council, or twenty five members of the Parent Forum, shall have the power to call an Extraordinary General Meeting (EGM) to discuss issues falling within the Parent Council's remit. The Parent Council shall give all members of the Parent Forum at least one weeks notice of the meeting with details of the issues to be discussed.

FINANCE

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.

The Treasurer of the Fundraising Sub Committee shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the first Parent Council meeting of the school year and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

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.

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and / or local authority as necessary, providing the funds continue to be used for the advancement of education.

CHANGES TO THE CONSTITUTION

The constitution may be changed if the proposed change has specified in the notice calling the meeting and be approved by not less than two thirds of those present.

Last Updated : November 2012