



# Cardonald Primary Parent Council

## Our Constitution

### 1. Purpose

This is the constitution for Cardonald Primary School Parent Council (CPPC).

The term 'parent' shall be used to represent any member of the Cardonald Primary School Parent Forum and includes parents, carers and legal guardians of a child attending Cardonald Primary School.

### 2. Objectives

The objectives of CPPC are:

- To work in partnership with the school to create a welcoming environment that is inclusive for all.
- To promote partnership between pupils, staff and parents.
- To develop and engage in activities which support the education and welfare of all pupils.
- To identify and represent the views of parents on the education offered by the school and other matters affecting the education and welfare of pupils.

### 3. Membership

The membership will be a minimum of 3, if Chair, Secretary and Treasurer Office Bearer roles filled, and a maximum of 15 parents of children attending the school.

Any parent of a child attending the school can volunteer to be a member of CPPC.

If the number of parent volunteers exceeds the number of places set out in the constitution then:

- Office bearers will be selected from those wishing to be on the parent council by a majority vote.
- All remaining places will be filled by a process of candidates' names selected at random by an independent person, e.g. drawn from a hat.

### 4. Membership Selection

Parent volunteers will be asked to come forward at the AGM or they may volunteer to join CPPC at any time to fill existing vacancies.

Anyone not selected to be a member of CPPC may be offered the opportunity to be part of any sub-groups that are established.

### 5. Membership Duration

The Parent Council will be selected for a period of 1 year or until such time as an AGM is called, after which members may put themselves forward for re-selection.

Members may resign at any time by submitting their written resignation to the Parent Council Secretary and Chair.

## **6. Additional Members**

The Parent Council may co-opt up to 2 additional members as necessary to assist it with carrying out its functions.

- Co-opted members will be invited to serve for a period of up to 1 year ending after the summer term, after which time the Parent Council will review and consider requirements for co-opted membership.
- Co-opted members can be added to the Parent Council at any meeting.
- Co-opted members can include parent forum members, school staff, pupils and community representatives.

The Headteacher has a right and a duty to attend all Parent Council meetings but has no right to vote.

Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

## **7. Office Bearers**

The Chairperson, Secretary and Treasurer of the Parent Council will be appointed by the Parent Council immediately following its formation. These roles must be filled for the Parent Council to operate. Vice Chair and Social Media Secretary can also be appointed if enough volunteers. Roles can be shared.

Office bearers will be re-selected on an annual basis at the AGM or at any meeting if there is an unfilled role.

Office bearers will be elected by being proposed and seconded by other Parent Council members and thereafter by a majority vote.

All office bearer positions must be held by Parent Council members.

Any office bearer position that becomes vacant will be filled at the next Parent Council meeting.

## **8. Remuneration**

Expenses incurred by members performing CPPC duties will be reimbursed subject to approval of the CPPC. The appropriate level of remuneration will be agreed by the Parent Council.

## **9. Sub-groups**

The Parent Council will have the authority to establish sub-groups for a specific purpose.

All sub-groups report to the Parent Council on their activities, and ultimately are subject to the Parent Council's authority.

Sub-group members may be drawn from the Parent Council or wider school community.

Each sub group will have at least one member of the parent council to ensure continuity of communication, aims and objectives.

If a fundraising sub-group is established this must include the Parent Council Treasurer as a member.

- All monies will be lodged in the Parent Council account.
- The sub-group will access funds by submitting a request to the Treasurer, who will provide regular financial reports to the fundraising sub-group and the Parent Council.

## **10. Funds**

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 2 of the named account signatories.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting.

A full account of income and expenditure will be presented at the AGM where the auditor will also be appointed.

## **11. Meeting Frequency**

The Parent Council will endeavour to meet at least 7 out of the 10 months with ordinary meetings to be held on the first Tuesday of each month excluding holidays.

A quorum for Parent Council meetings will be over half the current Parent Council membership.

## **12. Voting**

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

The casting vote shall pass to the next available office bearer in this order - Vice Chair, Treasurer, Secretary, Social Media Secretary - should the Chairperson not be able to vote.

## **13. Extraordinary Meetings**

Any 2 members of the Parent Council can request that an additional meeting be held.

All members of the Parent Council will be given at least 2 weeks' notice of date, time and a note of matters to be discussed.

If 20 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this.

In such circumstances, the Parent Council 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(s) to be discussed.

## **14. Termination of Membership**

If any Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership will be terminated if the majority of Parent Council members reach such agreement at a Parent Council meeting.

Termination of membership would be confirmed in writing to the member in question.

## **15. Attendance**

Meetings of the Parent Council shall be open to the Parent Forum unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis.

If any member of the Parent Council misses 3 consecutive meetings without explanation, the Parent Council shall make contact to confirm whether membership should continue.

## **16. Annual General Meeting**

The Annual General Meeting (AGM) will be held in the Spring term.

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 Parent Council and any sub-committees.
- Selection of Parent Council members to fill any vacancies.
- Discussion of issues that members of the Parent Forum may wish to raise.
- Approval of accounts and appointment of the auditor.

## **17. Reporting**

The Parent Council is accountable to the Parent Forum and will make a report to it at least once per year on its activities on behalf of all parents.

Minutes will be made available to the Parent Council members as soon as practically possible after a meeting; members will have 7 days to raise any anomaly before they are duly accepted as authorised minutes of the meeting.

Copies of authorised minutes of all meetings will be made available on request from the Parent Council Secretary by emailing [info.cardonaldpc@gmail.com](mailto:info.cardonaldpc@gmail.com)

Copies of the minutes will also be posted on the school website and the link and QR code to this displayed on the Parent Council notice board outside the school office.

## **18. Constitution**

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.

Members of the Parent Forum will be informed of any proposed amendment and given a maximum of 2 weeks to respond to the proposal.

Changes or additions must be made at an AGM or an EGM called for this purpose.

The proposed changes shall be specified in the notice calling the meeting and be approved by a minimum of two thirds of those present.

## **19. Disbanding**

Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of pupils.