

Constitution for Drumoak Primary School Council

Revised January 2019

1. This is the constitution for Drumoak Primary School Council (herein called the “School Council”).
2. The objectives of the School Council are:
 - to work in partnership with the school to create a welcoming school which is inclusive for all parents;
 - to promote partnership between the school, its pupils, its parents and the local community;
 - to develop and engage in activities which support the education and welfare of the pupils;
 - to identify and represent the views of parents on the education provided by the school and other matters affecting the education, welfare and wellbeing of the pupils;
 - to communicate with the Parent Forum for Drumoak Primary School (i.e. all the parents who have a child at Drumoak Primary School, hereinafter called the “Parent Forum”) on a regular basis.
3. The Parent Forum will select the members of the School Council at the Annual General Meeting of the School Council (the “AGM”). The School Council will be selected for a period of one year, after which members may put themselves forward for re-selection if they wish.
4. The membership of the School Council will be a minimum of eight, of whom a minimum of six will be parents of pupils attending the school, a minimum of one will be from the local community and a minimum of one will represent the teaching staff.

Any parents/guardians of a child at Drumoak Primary School can volunteer to be a member of the School Council.

Community members of the School Council shall be sought by local advertisement. Applicants shall be interviewed by the School Council and the most suitable applicant appointed. Failing any applications, the School Council shall co-opt a suitable member.

The teaching staff member shall be chosen by the school staff and the appointment ratified by the School Council.

The Head teacher has a right and a duty to attend meetings or be represented by another member of staff. The Head Teacher will have an advisory role within the School Council, but shall have no voting rights.

5. The School Council may co-opt additional members as it may deem necessary to assist it with carrying out its functions and shall inform the Parent Forum accordingly.
6. The initial Chairperson, Secretary and Treasurer of the Council will be agreed by the School Council members immediately following its formation. Nominations for office bearers will be sought, from the parent forum, in advance of the AGM. Where there is more than one nomination for a post, the parent forum will be invited to vote by anonymous ballot, after the AGM, and will be informed of the result by e-mail.

Office bearers will be reselected on an annual basis and will stand down after three years in any one role.

The School Council will be chaired by a parent of a child attending Drumoak Primary School. If the child ceases to be a pupil, the members of the School Council will elect a new Chairperson until a new Chairperson is appointed at the Annual Meeting.

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

If 30 members of the Parent Forum request a special general meeting to discuss a particular issue falling within the School Councils remit, the School Council shall arrange this. The School Council shall give all members of the 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.

8. The Annual Meeting of the Parent Forum 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 School Council and its committee(s) for the preceding academic year;
 - selection of the new School Council for the forthcoming session;
 - discussion of issues that members of the Parent Forum may wish to raise;
 - approval of the accounts of the preceding academic year and appointment of the auditor.

9. The School Council will meet at least once in every school term. The attending of a minimum of five members is required before a meeting of the School Council can proceed.

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

Any two members of the School Council can request that an additional meeting be held, and all members of the School Council will be given at least one week's notice of date, time and place of the meeting.

If a School Council member acts in a way that is considered by other members to undermine the objectives of the School Council, their membership of the School Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the members.

10. Copies of the minutes of all meetings of the School Council will be available to all parents of children at Drumoak Primary School and to all teachers at the school. Copies will be available from the Secretary of the School Council. Approved minutes will be distributed to the Parent Forum, by e-mail, from the Head Teacher and will be published on the school website.

11. To allow timely communication with the parent forum, minutes will be prepared and approved, by e-mail, shortly after the meeting.

12. The Treasurer will open a bank or building society account in the name of the School Council for all School Council funds. Withdrawals will require the signature of the Treasurer and one other School Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each School Council meeting and a full account for the Annual Meeting. The School Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The School Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the School Council.

13. The School Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be e-mailed a copy of any proposed amendments, by the school, and given reasonable time to respond to the proposal.

14. Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at Parent Council meetings.

15. Data held as part of a Parent Council's work should be held under appropriate GDPR (EU) 2016/679 guidance

16. Should the School Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Drumoak Primary School where this continues.