**Parental Involvement**

This is the Constitution for St Andrew’s School, Inverurie (herein referred to as “the Parent Council”) The Parent Council is accountable to the Parent Forum, of which all parents are automatically members. Throughout this document the term “Parent” will be taken to mean parent, carer or guardian

**Objectives of the Parent Council**

* 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 and all its parents
* 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 and welfare of the pupils
* To participate in the appointment of Senior Staff within the School

**Membership**

* The membership of the Parent Council shall be made up of a minimum of four parents of children attending the school
* Best endeavours shall be made to have a parent representative from each stage of the school- Early Years, Primary & Secondary
* The Head Teacher, whilst not a member of the Parent Council has a right and duty to attend, or be represented at Parent Council Meetings
* Two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school
* The number of parent members on the Parent Council must always be greater than co-opted members
* Co-opted members will be invited to serve for a period until the next Annual General Meeting after which they may put themselves forward for re-selection if they wish
* Any parents of a child at the school can volunteer to be a member of the Parent Council
* The Parent Council can choose to invite others to participate in its proceedings. This may include Local Councillors, and members of the local Community. Invitees will not be members of the Parent Council and will note be entitled to vote on any issues

**Selection Process**

* Appointment of Members shall take place at the Annual Meeting. Any parent of a child at St Andrews School who applies for membership shall be appointed
* If a child joins the school mid- term and the Parent wishes to join the Parent Council, they can be appointed at any point throughout the School year
* Parent Council membership will be for the period up to the next Annual Meeting after which they may continue as a member if they wish
* Any other member of the Parent Forum may be part of subgroups set up by the Parent Council

**Office Bearers**

* The Chair, Vice Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation.
* Office bearers will be re-selected by the Parent Council on an annual basis at the annual meeting
* The Parent Council will be Chaired by a parent of a child attending the School.
* If the child ceases to be a pupil, the Vice Chair will fill the role until a new Chair is appointed at the next meeting
* No committee member may serve for more than three consecutive years in one post.

**The Annual Meeting**

* The Parent Council is accountable to the Parent Forum of the School and will make a report to it at least once each year on its activities on behalf of all the parents. This will be done at the Annual Meeting
* The Annual Meeting 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:

1. A report on the work of the Parent Council and its committee(s)
2. Selection of the new Parent Council
3. Discussion of issues that members of the Parent Forum may wish to raise
4. Approval of the accounts in relation to any fund raising activities of the Parent Council and appointment of the auditor.

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

**Extraordinary General Meeting**

* Any member of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week’s notice of date, time and place of the meeting
* If someone from the Parent Forum requests a meeting to discuss issues falling within the Parent Council remit, The Parent Council shall arrange this.

The Parent Council shall give the Parent Forum at least 1 weeks’ notice of the meeting and circulate notice of the matter(s) to be discussed at the meeting

**General Meetings**

* The Parent Council will meet at least once in every School term. A minimum of four Parent members of the Council must be present at the meeting
* Meetings of the Parent Council shall be open to all members of the Parent Forum, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his/ her representative, can attend
* Should a vote be necessary to make a decision, each parent and co-opted member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie
* An agenda will be issued a week before the meeting date and displayed on the Parent Council noticeboard

**Minutes of Meetings**

* Copies of the minutes of all meetings will be available to all parents and staff at the School and to all teachers at the school
* Copies will be available on the School Website and from the School Office
* A Copy of the minutes of the most recent meeting will be displayed at the school Entrance on the Parent Council notice board

**Parent Council Finances**

* The Treasurer will open a bank or building society account in the name of the Parent Council for all funds raised or received by the Parent Council. Withdrawals will require the signature of the Chair and Treasurer
* The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting
* The financial year shall run January 1st-December 31st
* The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council

**Changing the Constitution**

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

**Conduct of Members**

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

**Dissolution of the Parent Council**

* Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school (or schools), where this continues.