



ST MARY'S PRIMARY SCHOOL PARENT COUNCIL

CONSTITUTION

NAME

The name of the Association shall be St Mary's Primary School Parent Council.

MEMBERSHIP

Membership of the Association shall be open to;

Parents/carers of pupils in attendance at St Mary's Primary School

NB - Parents'/carers' eligibility shall cease at the end of the session during which their last child leaves school.

AIMS

- a. To promote partnership between the school, its pupils and their families.
- b. To represent parents/carers of pupils in attendance at St Mary's Primary School and their views on matters relating to the education and welfare of the pupils.
- c. To raise funds to support school activities.
- d. To organise social events for pupils, their families and staff to develop positive and meaningful relationships within the school community.

COMMITTEE

- a. The business of the Association shall be managed by the office bearers (Chairperson, Secretary and Treasurer) and the other members of the Association (the Committee).
- b. The Committee shall have the power to appoint Committee members when the need arises during their current year of office as well as the power to appoint sub-committees who may in turn co-opt members if necessary.
- c. The office bearers shall be appointed annually by the Committee at the AGM. A parent/carer **must** have been a member of the Committee for a minimum period of twelve months to be eligible for nomination as an office bearer.
- d. The membership of the Committee will (in addition to the office bearers) be a minimum of three and a maximum of fifteen.
- e. The Committee will be selected for a period of *two years* (NB – the office bearers are selected annually at the AGM), after which they may put themselves forward for re-selection if they wish. Any parent/carer of a child at the school can volunteer to be a member of the Committee. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by *ballot*.
- f. Members must attend 50% of meetings over the course of the school year in order to remain on the Committee.
- g. The Committee may co-opt up to *5 members* to assist it with carrying out its functions of

which at least one must be a member of the church in whose interest the school is conducted.

- h. Co-opted members will be invited to serve for a period of **two years**, after which time the Committee will review and consider requirements for co-opted membership.
- i. The Committee is accountable to the school's Parent Forum. The chair of the committee will make a report to the Parent Forum annually on its activities.
- j. If a Committee member acts in a way that is considered by other members to undermine the objectives of the Committee, their membership of the Committee shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

GENERAL MEETING

- a. The Committee shall meet as frequently as may be found necessary, but not less often than once every 2 months during the school session, and at any time on request of the Chairperson.
- b. Seven days' notice must be given before a Committee meeting.
- c. Meetings of the 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 and the Headteacher, or his or her representative, can attend.
- d. The meeting will be declared a quorum if 50% of committee members are in attendance.
- e. Should a vote be necessary to make a decision, each Committee member at the meeting will have one vote, with the Chair having casting vote in the event of a tie.
- f. Copies of the minutes of all meetings will be available to all parents/carers and the general public via the school website.

SPECIAL GENERAL MEETING

If a majority of the Parent Forum request a special general meeting to discuss issues falling within the Association's remit, the Committee shall arrange this. The Committee shall give 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.

AGM

The Annual General Meeting of the Association shall be held in the month of September each year to receive the reports of the retiring office bearers, to elect new office bearers and to deal with any other competent business.

At the AGM the committee will:

- a. Receive the accounts of the Association for the previous financial year.
- b. Receive the report of the office bearers on the Associations' activities since the previous AGM.
- c. Elect the office bearers.
- d. Appoint an independent examiner or auditor for the Association.

At the AGM each office bearer shall give their reports, any other competent business will be discussed and all office bearers shall be eligible for re-election.

RECORDS AND ACCOUNTS

- a. The funds of the Association shall be lodged in a bank in the name of the Association.
- b. Money may be drawn from the account in the signature of any two office bearers.
- c. Such funds as referred to above shall not be regarded in any way as part of school funds but in the event of the winding up of the Association all balances in hand should automatically be transferred for the benefit of the school.
- d. The accounts of the Association shall be closed in August annually and shall be independently examined and presented to the AGM.
- e. The Secretary shall make a brief record (minutes) of the discussion and decisions taken at each Committee meeting and at the AGM. Minutes shall be available for inspection on the school website.
- f. The examiner of the accounts shall not be a member of the Committee and shall be a competent person appointed for the ensuing year at the AGM.
- g. The Parent Council may change its constitution and will advise members of the Parent Forum of such changes. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

DISSOLUTION

The Association may be dissolved by a resolution presented at an AGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

The net assets shall not be distributed among the members of the Association but will be given to the School for the benefit of the pupils of the School, or in the event of the School closing, to such other neighbouring school or schools as decided by the committee. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

GLOSSARY OF TERMS

The Association	-	St Mary's Parent Council
The Committee	-	Members of the Parent Council
Office Bearers	-	The Chair, Secretary and Treasurer
The Parent Forum	-	All parents/carers of pupils at the school