

# Killermont Primary Parent Council Constitution



This is the constitution for Killermont Primary School Parent Council. Hereafter referred to as Killermont Primary School and includes Killermont Primary Early Learning Centre.

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming environment which is inclusive for all parents/carers and pupils.
- To promote partnership between the school, its pupils, their parents/carers and the wider community, upholding the values of the school.
- To develop and engage in activities which support the education and welfare of the pupils of Killermont Primary School.
- To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To promote partnership with the local councillors who will be invited to attend every meeting.

The membership will be a minimum of five parents/carers of children attending the school. Where possible, parents/carers will be representative of each stage within the school and Early Years Centre.

On its establishment (yearly at the Annual General Meeting - AGM), any parent/carer of a child at the school or nursery may volunteer to be a member of the Parent Council.

The Parent Council may co-opt up to four additional members to assist it with carrying out its functions. Co-opted members do not require to be parents/carers of children at the school.

The Chair, Vice Chair (if required), and Secretary of the Parent Council will be agreed by the Parent Council members immediately following its formation. Thereafter, office bearers will be selected by the Parent Council on an annual basis at the final meeting of the academic year.

All Parent Council members must be parents/carers of children currently attending the school/nursery. If the child ceases to be a pupil of the school, or if the Chair and Vice Chair are for any other reason unable or unwilling to continue in their role, a new Chair or Vice Chair can be agreed at the next meeting. This would be decided by Parent Council members forming a majority vote.

The Parent Council is accountable to the Parent Forum for Killermont Primary School (i.e. all the parents/carers of children attending the school).

If twenty five or more parents of children at the school request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this within three weeks of receiving the request. The Parent Council shall give all members of the Parent Forum at least one week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

The AGM will be held in September or October 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 two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and any sub-committee
- Identification of issues that members of the Parent Forum may wish the Parent Council to consider on their behalf
- The Parent Council will meet at least once in every school term. If a vote is necessary to make a decision, each member at the meeting will have one vote, with the chair having a casting vote in the event of a tie.

Copies of the notes of all meetings of the Parent Council will be available to all parents/carers of children at Killermont Primary School and to all teachers at the school. Copies will be available from the secretary of the Parent Council on request.

The Constitution of the Parent Council may be altered by a majority of those present and voting at an AGM or special general meeting of the Parent Forum

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.

Matters relating to individual children, teachers and children's parents must not be the subject of discussion at Parent Council meetings.