

Edenside Primary School

Parent Council Constitution

Agreed 6th September 2023

1. This is the constitution for Edenside Primary School Parent Council.
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school, which is inclusive for all parents and families of Edenside.
 - To promote and develop parent participation in the teaching and learning of the children in the school.
 - To identify and represent the views of parents and families on the education provided by the school and other matters affecting the education and welfare of pupils.
 - To raise funds for the benefit of the children currently in school.
3. The membership will include a Chair person and a minimum of two other parent members.
4. The Parent Council may co-opt others to assist it with carrying out its functions.
5. 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:
 - An annual report on the Parent Council and its committees.
 - Election of the new Parent Council.
 - Discussion of issues that the members of the parent forum may wish to raise.
 - Approval of the accounts and an appointment of the auditor.
6. The Chair, Treasurer and secretary of the council will be agreed by the Parent Council members immediately following its formation.
7. The Parent Council will be elected for a period of a year, after which they may put themselves forward for re-election if they wish. All the parents of the children at the school can volunteer to become members and take part in the election by e-mail or during the meeting.

8. If twenty members of the parent forum request a special general meeting to discuss issues with falling within the councils remit, the council shall arrange this. The council shall give all members of the forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

9. The Parent Council will meet at least once in every school term if necessary.

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

11. Co-opted members will not be entitled to vote on Parent Council decisions.

12. To be a valid meeting of the Parent Council at least three parents of the Parent Council need to attend.

13. Copies of the minutes of all the meetings will be available to all parents of children at Edenside school and to all the staff at the school. Copies will be available from the secretary of the Parent Council and from the school office.

14. Meetings of the parent council shall be open to the public, unless the parent council is discussing an issue which is considered to be confidential. In such discussions, only members of the Parent Council and the Head Teacher or their representative, can attend.

15. The Treasurer will open a bank account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

16. The Treasurer will keep an accurate record of all income and expenditure and should provide a summary for this for each Parent Council meeting per term, and a full account for the annual meeting. The Parents Council account will have an independent examination by an independent examiner appointed at a previous annual meeting.

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

18. Should the Parent Council cease to exist any remaining funds will be passed to Edenside School to be used for the benefit of the school.