# ***St Clare’s Primary School***

# ***Parent Council Constitution***

***September 2023***

1. This is the constitution for St Clare’s Primary School Parent Council.
2. The objectives of the Parent Council are to:

* To work in partnership with the school to create a welcoming school that is inclusive to all parents.
* To promote partnership between the school, parents, pupils, the Catholic Church and the wider community.
* To identify and represent the views of parents on educational and other matters affecting the education and welfare of the pupils.
* To develop and engage in activities that support the education and welfare of the pupils.

1. **Membership**

The Parent Council shall have a minimum membership of 4 parents. The maximum number of parent members shall be 12. A quorum for Parent Council meetings will be 4 parents.

1. **Co-opted Members**

The Parent Council may co-opt up to 5 additional members to assist with carrying out its work. 1 co-opted member must be a member of the Catholic Church or denominational body.

Co-opted members will be invited to serve for 1 year (except the member from the Catholic Church). Co-opted members can be drawn from any source deemed appropriate by the Parent Council including, but not limited to: -

* Teaching and support staff in the school
* The Catholic Church or denominational body
* Members of the wider local community and people with specific expertise that the Parent Council considers to be of value in its work
* Up to 2 parents from local nurseries linked to the school

The Head Teacher has a right and a duty to attend Parent Council meetings or to be represented.

1. **Term**

The Parent Council members will be selected for a period of 2 years after which they may put themselves forward for re-selection if they wish.

In the event that the number of volunteers exceeds the number of places set out in the constitution, names will be ‘drawn from the hat’. The names of parents not selected will be held in reserve for any vacancies which arise during the year.

Parents can request to join the Parent Council at any time providing there are places available. Anyone joining out with the AGM will serve for the remainder of the 2-year term.

The secretary will keep an accurate record of term of membership.

1. **Sub Groups**

The Parent Council may create sub-groups to deal with subjects that it considers important. These sub-groups may be permanent or time restricted as required.

a) All sub-groups report to the Parent Council on their activities and ultimately be subjected to the Parent Council's authority.

b) The membership of any sub-group will be a minimum of three members of the Parent Forum, with no maximum number. These sub-groups must include at least one member of the Parent Council and may include non-members of the Parent Forum co-opted with the approval of the Parent Council.

c) The chair of the sub group can be a non-member of the parent forum.

d) Any monies from the sub group would be paid in to parent council bank account.

St Clare’s Primary School does not have any sub groups at present but may at any time form one within the above guidelines.

1. **Voting**

Members of the parent council must be present at the meeting to vote on any matters. For a decision to carried there must be a majority from those in attendance.

All members have one vote with the Chairperson having the deciding vote in the event of a tie.

Co – opted members have a vote providing there is no conflict of interest.

The Head Teacher does not have a vote.

Office bearers will be voted on by members of the Parent Council.

1. **Office Bearers**

The Chair, Vice Chair, Secretary and Treasurer will be agreed by the Parent Council members immediately following its formation which will normally be at the first meeting held after the AGM. The parent council can choose to run with Co-chairs if enough interested parents. The parent council can also appoint temporary treasurer during the 2 years if any office bearers leave

The Parent Council must be chaired by a parent. If their child ceases to be a pupil, a new chair will be agreed at the next meeting. Where possible, all officer bearer roles should be held by parents.

Office bearers will be decided using random selection, eg names from a hat, where more than one person is interested in the role. If an office bearer term of membership has been served, they must immediately step down at end of membership, they can put themselves forward to remain on parent council for another term, but not in the original office role, unless there are no other parents/carers interested in these roles.

1. **AGM, Meetings and Minutes**

The Annual General Meeting of the Parent Council will be in the Autumn term 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
  + The selection of new parent members to fill any vacancies on the Parent Council
  + The discussion of issues that the Parent Forum may wish to raise
  + The approval of the accounts of the Parent Council

The Parent Council will meet at least once every school term.

Copies of the minutes of all meetings of the Parent Council will be provided for the Parent Forum electronically on the school website, by email or in paper format on request.

Meetings of the Parent Council shall be open to the public. Should the Parent Council be discussing an issue, which it considers confidential, the meeting will only be open to members of the Parent Council and the Head Teacher, or their representatives. Only members of the Parent Council can vote on any decisions.

1. **Special Meetings and EGM**

If 15 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council remit, the Parent Council shall arrange this. The Parent Council will give all parents at least 2 weeks’ notice of the meeting and at the same time, circulate notice of the matter to be discussed.

1. **Conduct**

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 shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing to the member. If any member fails to attend 3 consecutive meetings without explanation their membership will be terminated and this will be confirmed in writing by the Parent Council.

1. **Parent Council Funds**

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary at each Parent Council meeting and a full account at the AGM. Withdrawals will require the signature of the Treasurer and one other Office Bearer. The accounts will be audited annually prior to the AGM. The Parent Council will be responsible for ensuring that all funds are used to support the objectives of the Parent Council.

1. **Changing the Constitution and Dissolution of the Parent Council**

The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any amendment and shall be given reasonable time to respond to the proposal.

Should the Parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of children.

Glossary of Terms:

Parent – The term parent includes legal guardian and any person who has parental responsibilities in relation to, or has the care of, a pupil who attends St Francis Primary & Nursery School.

Parent Forum: All parents in the school.

Parent Council: A group that is selected to work on behalf of all parents.