

Cornhill Primary and Nursery School Parent Council

This is the Constitution for Cornhill Primary and Nursery School Parent Council – Established August 2007, Updated March 2019

1. 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
- 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 on the education provided by the school and other matters affecting the education and welfare of the children.

2. The membership will be a minimum of 3 parents of children attending the school and 1 teacher representative.

3. Any parent of a child at the school can volunteer to be a member of the Parent Council. The Parent Council may:

- co-opt as many others as and when necessary to assist it with carrying out its functions
- the number of parent members on the Parent Council must always be greater than the number of co-opted members
- co-opted members will be invited to serve for a period of 3 years after which time the Parent Council will review and consider requirements for co-opted membership.

4. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately on its formation.

5. If the child ceases to be a pupil at the school the role of the Chair will be rotated until a new Chair is appointed at its AGM.

6. The AGM will be held in May/June of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum i.e. parents of children who attend the school, 2 weeks prior to the meeting. The meeting will include:

- a report of the work of the Parent Council and its committees
- selection of the new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of accounts and appointment of the auditor.

7. The Parent Council will meet at least termly. Should a vote be necessary to make a decision, each parent will have one vote, with the Chair having the casting vote in the event of a tie. Any 2 members 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.

8. 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 members.

9. Copies of the minutes of all the meetings will be available to all the parents of children at Cornhill Nursery and Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office.

10. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require a minimum of 2 signatures. 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 AGM. The Parent Council accounts will be audited by the auditor appointed at the previous AGM the Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

11. 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 proposed amendment and given reasonable time to respond to the proposal.

12. 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 where this continues.