



Westerton Primary School Parent Council Constitution

1. Introduction

- 1.1. This is the constitution for Westerton Primary School Parent Council, as provided for by the Scottish Schools (Parental Involvement) Act 2006, that gives parents the right to receive information about their children's education and to be represented and have their views expressed through the Parent Council.

2. Defined terms

- 2.1. Parent Forum, is the group of all parents/carers of children attending the school
- 2.2. Parent Council, is the group elected from and by the Parent Forum, that then can decide to include co-opted members
- 2.3. Secretary/Clerk can be a volunteer elected from the Parent Forum; or appointed as an unelected office bearer charged with supporting the Chair in all administrative and clerical duties; with no voting rights.

3. Objectives of the Parent Council

- 3.1. 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.
- 3.2. To work in partnership with the school to create a welcoming environment which is inclusive for all parents and pupils.
- 3.3. To promote partnership between the school, its pupils, their parents/carers and the wider community.
- 3.4. To develop and engage in activities which support the education and welfare of the pupils attending Westerton Primary School.
- 3.5. To promote close co-operation and communication between parents and school to improve outcomes for all learners.

4. Membership

4.1. The membership will be a minimum of five parents/carers of children attending the school. A meeting is not quorate (a valid meeting) unless 3 or more including appointed Chairs and parent/carer members are present. The maximum membership will be 14 parents/carers. If a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned, and no business conducted.

4.2. Where possible, parents/carers will be representative of each stage within the School. The following roles will be elected at each Annual General Meeting (AGM) typically at the end of the calendar year:

Chair, vice-Chair or co-Chairs – up to 2 posts

Year group representatives – up to 7 posts

School Staff including Head Teacher – up to 2 posts

4.3. Any parent/carer of a child at the school may volunteer to be a member of the Parent Council. This should typically be done at the AGM, or by Extraordinary General Meeting (EGM). In the event that the number of volunteers exceeds the maximum number of members allowed in the constitution, members will be selected by ballot at an AGM or EGM by members of the Parent Council and Parent Forum in attendance.

5. Selection of members

5.1. Members of the Parent Council will be selected at the AGM each year and may be reselected. The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. Co-opted members do not require to be parents of children at the school.

5.2. The Co-Chairs (or if decided structure is a Vice Chair) and Secretary of the Parent Council will be agreed by the Parent Council members immediately following its formation, typically during the AGM. The role of Secretary is for a duration up to one year, and up to two years should a majority of the Parent Council agree to extend the duration of the role. The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

5.3. All Parent Council (except co-opted members) members must be parents/carers of children currently attending the school. 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. Non-attendance at two consecutive meetings is taken to mean that the chair is not able to continue their role and therefore is resigned. The selection of a new chair role can be decided by Parent Council members forming a majority vote.

6. Annual General Meetings and Extraordinary General Meetings

- 6.1. The Parent Council is accountable to the Parent Forum for Westerton Primary School. The Parent Council will make a report to the Parent Forum at least once a year on its activities. A report is a written document produced by a Chair summarising the Parent Council actions over the last annual period that is published and made accessible to the Parent Forum and to the School's web site.
- 6.2. If 10 % or more parents of children at the school request an extraordinary 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.
- 6.3. 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.
- 6.4. The Parent Council members must contact the Chair, or one of the Chairs, with matters to be placed on the agenda typically one week in advance of the meeting for inclusion on that agenda. Individual matters or private matters are not within the remit of the Parent Council and therefore should be raised with the Senior Leadership Team of the school. The AGM will be held in October or November 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 one week in advance.
- 6.5. The meeting will include:
 - A report on the work of the Parent Council and any sub-group.
 - Selection of the new Parent Council.
 - Identification of issues that members of the Parent Forum may wish the Parent Council to consider on their behalf.
- 6.6. 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. In the event of a tied vote, then the Chair has the casting vote. If two co-Chairs vote, then the single casting vote is made in turn, with the Chair that has been in post for the shorter duration of time to exercise the casting vote first. Then any subsequent casting vote is exercised by the other co-chair and so on.

6.7. Elected Members for Ward 3, Bearsden South are entitled to attend all Parent Council Meetings.

6.8. Members of the Parent Council have voting rights on any matter within a given agenda deemed appropriate by the Chair. Elected members and Co-opted members do not have voting rights but can contribute to discussions.

7. Minutes

7.1. Minutes of the Parent Council meetings will be available to the Parent Forum, Westerton Primary School via publication on the school website, copies provided to other East Dunbartonshire Council services and elected members.

7.2. All Parent Council meetings shall be open, and any member of the Parent Forum may attend although they will not have voting rights. Meetings of the Parent Council shall not be open to the Parent Forum if the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher or their representative may attend.

8. Conduct and confidentiality

8.1. It is expected that all members conduct themselves in an appropriate manner showing respect towards other members of the school community maintaining confidentiality where appropriate.

8.2. If these expectations are not fulfilled action may be taken by the Chair with support of a two third majority vote to suspend a member. Parent Council Guidelines regarding meeting procedures may be issued by the Chair.

9. Changing the Constitution

The Constitution of the Parent Council may be altered by a majority of those present and voting at an AGM or EGM of the Parent Forum. The proposed alterations will be made available to all members of the Parent Forum at the same time as notice of the AGM or EGM is posted.

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