



Aberlour Primary School

Parent Council Constitution

AIMS

- 1) To promote close co-operation and communication between parents and teachers
- 2) To study and discuss matters of mutual interest relating to the education and welfare of pupils
- 3) To develop and engage in activities which support and advance the education and welfare of the pupils

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the parents.

COMMITTEE MEMBERS

The membership consists of a minimum of five and a maximum of twelve parent/carers of children attending Aberlour Primary School.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held annually. A notice of the meeting including date, time, and place shall be sent to members of the Parent Council, school staff, and parent/carers at least two weeks in advance.

The business shall include: -

- a) The work of the Parent Council
- b) Approval of the accounts
- c) Appointment of an individual who will review the annual accounts
- d) Any resolutions submitted by the members
- e) Election of members to serve on the Parent Council

At all general meetings of the Parent Council, voting shall be based on one vote per Parent Council member and parent/carer present.

At all general meetings of the Parent Council, at least three members, two of whom are office bearers, shall form a quorum.

Any two members of the Parent Council can request 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 meeting.



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PARENT COUNCIL MEMBERSHIP

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer, and any other such as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

The Parent Council may co-opt up to twelve persons to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any parent council member, school staff or parent/carer.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

A Parent Council member that acts in a way that is not within the aims/objectives of the Parent Council or brings it into disrepute will have their membership removed.

A copy of this Parent Council Constitution shall be available within the Aberlour Primary School administration office for any member of the school or wider community to read.

MEETINGS

Meetings of the Parent Council shall be held as required (at least one/term). At all meetings of the Parent Council, at least three members, two of whom are office bearers, shall form a quorum.

All Parent Council meetings shall be open and any member of school staff, parent/carer may attend although they will not have voting rights.

Meetings may take place either in person, via video link or in a hybrid manner depending on the requirements of parent council members, school staff and parent/carers.

FINANCE

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council office bearers.



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The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The Parent Council shall be responsible for ensuring that all property/money/donations received by the Parent Council shall be applied for the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist, any remaining funds should be distributed for the benefit of the children at Aberlour Primary School in line with the Parent Council Constitutional aims.