



Juniper Green Primary School

Parent Council Constitution

1. This is the constitution of the Juniper Green Primary School Parent Council.
2. The objectives of the Parent Council are:
 - To promote partnership between the school, its pupils and all its parents
 - To develop and engage in activities which support and promote the education and welfare of the pupils
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
3. The membership of the Council will aim to be a minimum of 8 parents of children attending the school with at least 1 representative per stage. The quorum for each meeting is 3 parent members of council.
4. Volunteers for membership of the Parent Council will be sought throughout the year and in particular at the Councils inaugural meeting and at subsequent Annual General Meetings (AGM). Any parent of a child at the school may volunteer to be a member of the Parent Council.
5. The Council may co-opt up to 5 additional non-parent members to assist it with carrying out its functions. These may be members of staff, local councillors or local community representatives. The Head Teacher or depute will endeavour to attend all Council meetings. The number of parents on the Council must always be greater than the number of co-opted members. Membership of those co-opted onto the Council will be reviewed annually. Co-opted members do not have a vote.
6. Sub-groups of the Parent Council may be set up and all parents will have the opportunity to join these. Each sub-group must have a specific purpose e.g. fundraising, social activities etc. Each sub-group must have at least 1 member from the Parent Council as a member.
7. The roles of Chair and Treasurer of the Council will be filled on an annual basis by parent members of the Council. The appointment to these roles will be agreed by the Parent Council immediately following its formation or following an AGM. The role of the Chair can be held for up to a maximum of 3 years.

Other office bearers will be selected once the Council has decided on the best structure. Positions such as Vice Chair or Secretary may be needed.

8. The Parent Council is accountable to the Parent Forum to Juniper Green Primary School and will make a report to it at least once a year on its activities on behalf of all the parents.

If 20 members of the Parent Forum request a special general meeting to discuss issues falling within the Councils remit, the Council shall arrange this. The Council shall give all members of the Forum at least 2 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 AGM must be held within 14 months of the previous AGM. 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:
 - A report on the work of the Parent Council and it's committee
 - Selection of the new Parent Council
 - Discussion of issues that members of the Forum may wish to raise

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

Should a vote be necessary to make a decision, each parent member at the meeting will have 1 vote, with the Chair having a casting vote in the event of a tie.

Any 2 parent 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 1 weeks' notice of date, time, purpose and place of the meeting.

11. 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 member.
12. The minutes of all meetings will be available to all parents of children at Juniper Green Primary School and to all teachers at the school. A full copy will be published on the schools web site and paper copies will be made available.
13. Meetings of the Parent Council shall be held in public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.

Anyone wishing to address the Council at any meeting, may do so by prior arrangement with the Chair.

14. 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 the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for the Parent Council at least once every school term. A full account will be

provided 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.

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 Juniper Green Primary School.

15. The Parent Council may change its constitution at an AGM or by notifying the Parent Forum of the proposed change and the holding of an extraordinary general meeting. Members of the Parent Forum will be sent a copy of any proposed amendment at least 2 weeks before the date of the EGM/AGM. Resolutions at AGM/EGM will be passed by a simple majority of those present.

APPENDIX – DOCUMENT VERSION CONTROL

DATE	VERSION NO	KEY CHANGES MADE	CHANGE MADE BY
03/02/20	V0.1	• Point 3 updated to remove max restrictions on number of class representatives per year group (was 1) and number of members in total (was 8) • Point 4 updated to allow volunteers to be brought in throughout the year and not just at AGM and to remove restriction on max years a member can be on the PC (was 3). Also removed the wording around Head Teacher drawing names out of a hat for class reps if more than 1 person puts themselves forward. • Point 7 updated to bring in a maximum number of years that the Chair can remain in place (3 years) • Point 9 removed reference to AGM being held in specific months and added that it must be held within 14 months of the previous AGM.	DEE MCINTOSH (SECRETARY)