

CRUDIE PARENT COUNCIL CONSTITUTION

1. This is the Constitution for Crudie Parent Council.
2. 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 of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

3. The membership will be a minimum of 6 parents of children attending the school. The maximum size will be the total number of parents of children attending the school.
4. The Parent Council may co-opt up to 5 members to assist it with carrying out its functions. This number will include one councillor and at least one member of the school staff.

The number of parent members on the Parent Council must always be greater than the co-opted members.

Co-opted members may be invited to serve for a period of one year after which time the Parent Council will review and consider requirements for co-opted membership.

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

Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).

The Parent Council will be chaired by a parent of a child attending Crudie Primary. The Treasurer must also be elected from the Parent Forum. If the child ceases to be a pupil, a new Chair or Treasurer will be agreed at the next meeting.

6. The Parent Council is accountable to the Parent Forum of Crudie Primary and will make a report to it at least once each year on its activities on behalf of all the parents.

If 25% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent 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.

7. The Annual Meeting will be held in June 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 2 weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee(s)
 - selection of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise

- approval of the accounts and appointment of the auditor.

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

Agenda items must be with the Council secretary no later than 2 weeks before a meeting.

A.O.C.B items must be cleared through the Chair prior to the commencement of any meeting.

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

A minimum of two members of the Parent Council (one of which must be an office bearer) 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.

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 will be confirmed in writing to the member.

9. Copies of the minutes of meetings will be made available to all Council members, co-opted members and staff of Crudie Primary. Copies will be available from the Secretary of the Parent Council and from the school office within 3 weeks of a meeting.

10. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which 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, can attend.

11. 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 signatory agreed by Parent Council members.

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 Annual Meeting. The Parent council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

12. The Parent Council may change its constitution after obtaining consent from 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.

13. Should the Parent Council cease to exist, any remaining funds will be passed to the Crudie School fund for the benefit of the school, where this continues, or to local voluntary groups to be used for the benefit of the local community.