



St Nicholas' Primary School  
Parent Council  
Constitution

September 2023

This is the Constitution for St Nicholas' Primary School Parent Council. The Constitution has been prepared under the provisions of the Scottish Schools (Parental Involvement) Act 2006. The Parent Council members will take due regard of the functions, duties and limitations described in the Act, whilst serving on the Parent Council.

### **Objectives**

- work in partnership with the school to create a welcoming school which is inclusive for all parents
- promote collaborative working between parents, families and the school
- develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
- 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.

### **Membership**

The membership of 'St Nicholas' Parent Council' will be

- No less than 4 and no greater than 14 persons.
- Each year group will be represented by no more than two persons from that year group.
- One member of this group should be the Chairperson.
- One member of staff from St Nicholas' Primary School.
- The Parent Council may co-opt up to 3 members to assist it with carrying out its functions, of which at least one must be a member of the church whose interest the school is conducted. These members will have the right to vote on issues and their attendance will count towards a quorum.

The quorum shall be no less than one third of the membership and if a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.

### **Selection of Members**

Membership of the Parent Council should, in the first instance, be drawn from parents, carers and guardians of pupils at the school. The Head Teacher has a right and duty to attend along with one other member of staff. Additionally, local community representatives may be selected by Parent Council members, which will allow for a broad based partnership across representative community bodies. Parents, carers and guardians may nominate themselves for appointment to the Parent Council and this self nomination should be submitted, in writing, to the Chair of the Parent Council. Where there are more nominations than places available, a draw will be held, which should be attended by the nominees and no less than a quorum of the Parent Council. The draw should be conducted by the Chair of the Parent Council.

Membership of the Parent Council will continue as long as the parent member has a child attending the school. If the parent member wishes to withdraw from the Parent Council they must provide in writing their withdrawal to the Chair Person of the Parent Council. The year group will be notified of the Member's withdrawal and nominations for a new member to be appointed will be advertised to the year group. The opportunity will exist for a representative of the Pupil Council to attend a meeting of the Parent Council, at any time, should the requirement to do so arise. The request to attend will be made in writing to the Chair of the Parent Council and the request will be granted. It is accepted by the Pupil Council that there may be part of the Parent Council meeting that they will not be allowed to attend. The Parent Council will make this determination and record within the Minutes the reason for this decision.

Membership of the Parent Council will be withdrawn if the member fails to attend two consecutive Parent Council meetings within one academic year.

### **Office Bearers**

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The Parent Council will have a Chair and a Vice-Chair who will be regarded as the Council Office Bearers. A Clerk to the Council will support the work of the Parent Council. Thereafter, all subsequent appointments will be selected from the members of Parent Council by the Parent Council on a biennial basis and during the Annual General Meeting of St Nicholas' Primary Parent Council.

Note: The Parent Council will be Chaired by a member of the Parent Forum and in the event that the Chairperson's child ceases to attend St Nicholas' Primary that person's term of office will be terminated and a new Chair will be appointed at the next scheduled meeting.

### **General Meetings/Annual General Meetings/Special General Meetings**

The Parent Council will hold an Annual General Meeting (AGM) within 12 months of inauguration and thereafter once every year, at 12 monthly intervals as determined by the Parent Council members. A report will be prepared, for the information of all Parent Forum members following the AGM.

The AGM will be held in September of each year. A notice of intimation of the meeting stating date, time, place and an invitation for Agenda items will be sent to all members of the Parent Forum at least two weeks, prior to the meeting date.

The meeting will include:

- (i) A report on the work of the Parent Council.
- (ii) Selection of the new Parent Council, where required.
- (iii) Any business the Parent Forum may wish to raise.

In the event that 20% of the Parent Forum request a Special General Meeting of the Parent Council, this must be arranged within 6 weeks of the request being made. Any request for such a meeting must be submitted in writing to the Chair of The Parent Council and must

also detail the circumstances relating to the request. The Parent Council will provide two weeks' notice to members of the Parent Forum, of any Special/General Meeting. This notice will contain details of the venue, time and date of the meeting and notice of the topic/s to be discussed.

### **Responsibilities / Duties**

The Parent Council will meet at least once in every school term, with members of the Parent Forum being advised of meeting dates, in advance. In the event that a vote is necessary in regard to a decision making process, each parent council member at the meeting will have one vote with the Chair having a casting vote, in the event of a tie. Any member of the Parent Forum can request that a subject be discussed at a meeting of the Parent Council. This request must, however, be submitted in writing to the Chair of the Parent Council or to the year group Parent Council Representative in order for it to appear as a discussion item on the agenda if deemed appropriate. If the request is not deemed appropriate to be included within the agenda, the Chair of the Parent Council, or a member of the Parent Council will communicate to the member of the Parent Forum who made the request the reasons why it was not included in the agenda and direct them to the appropriate person who will be able to address the request. It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.

### **Notes of Meetings**

Copies of the minutes relating to all meetings will be available to all teachers, members of the Parent Forum and East Dunbartonshire Council. Copies will be displayed on the school website. In order to provide information in a timely manner to the wider parent body, the Parents Council will approve the minutes through email. The Minutes will be published within three weeks of the Parent Council Meeting.

### **Confidentiality**

It is imperative that the work of the Parent Council is open and transparent, however there may be occasions where matters of a confidential nature require to be discussed and in such circumstances it is acceptable for the element of the meeting to be closed to the Parent Forum. Matters relating to issues of a confidential nature should not be recorded in an 'open' minute, but should be recorded and retained in a 'closed' minute by the Chairperson. In such circumstances, the 'closed' minute should carry an appropriate protective marking. Note: Matters relating to individual teachers and children's parents must not be the subject of discussion at Parent Council meetings.

### **Changing the Constitution**

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 in advance of the AGM. Any changes to the constitution will be by a majority of those attending and voting at the AGM.

### Definitions

Parent: Anyone who has parental rights and parental responsibilities in respect of the child as determined by the Children (Scotland) Act 1995

Parent Forum: All parents/ Guardians who have a child attending St Nicholas Primary School.

Parent Council: The statutory Body responsible for representing the parent's views