**NAME**

Eddleston Primary School Parent Council

**AIMS**

a) to promote close co-operation and communication between parents and school staff

b) to support the school and help advance the education of pupils attending the school

c) to promote equality and fairness

**POWERS**

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

**NUMBER OF MEMBERS**

The membership consists of parents/carers of children attending Eddleston Primary School otherwise known as ‘The Parent Forum’.

**GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in August each year. The notice calling the meeting shall be sent to the Parent Forum at least one week in advance. The business shall include:- a) the work of the Parent Council b) approval of the accounts c) election of office bearers to serve on the Parent Council d) any resolutions submitted by the Parent Forum.

At all general meetings, voting shall be on the basis of one vote per parent present at the meeting and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

At all general meetings the quorum shall consist of three office bearers and three members of the Parent Forum.

The Headteacher or his/her representative has a right as an invited guest to attend all meetings and general meetings of the Parent Council. A designated representative can attend if the Headteacher is unable to do so. The Headteacher does not have voting rights.

Two office bearers of the Parent Council or three members of the Parent Forum shall have power to call an Extraordinary General Meeting (EGM).

**PARENT COUNCIL OFFICE BEARERS**

Office bearers (the ‘Committee’) 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 unless circumstances dictate otherwise. Parents shall always form the Parent Council.

The office bearers will be Chairperson, Deputy Chairperson, Secretary and Treasurer. The office bearers will be elected at the AGM.

The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

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

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.

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

If an office bearer acts in a way that is not within the aims of the Parent Council or brings the group into disrepute they can be voted off the committee. This would be carried out by means of an EGM.

**MEETINGS**

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council the quorum shall consist of two office bearers and three members of the Parent Forum.

Notice of the items of business will be sent at least three days in advance.

All Parent Council meetings shall be open and any member of the Parent Forum may attend

**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 two authorised signatories, one of which shall be the treasurer.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The accounts shall be reviewed at the AGM and approved by two office bearers.

The Parent Council committee shall be responsible for ensuring that all property/money received by/for the Parent Forum/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 surplus funds shall be held for up to three years with a view to supporting the Parent Council once it restarts. If the Parent Council ceases to exist for a period of three years, the surplus funds would be transferred to another voluntary organisation within Eddleston having similar objects.