

Hilltop Primary School, LCSC and Nursery Parent Council Constitution

1. This is the constitution for Hilltop Primary School, Language and Communication Support Centre (LCSC) and Nursery.

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 and carers
- To promote partnership between the school, its pupils and all its parents and carers
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

3. The membership of the Parent Council will be a minimum of three parents of children attending the school, LCSC and nursery. The maximum number of parent members will be twenty.

4. The Parent Council members will be selected for a period of one year after which they may put themselves forward for re-selection if they wish, providing that they are still parents or carers of a child at the school.

Any parents/carers of a child at the school, including the LCSC and nursery class, if appropriate, can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a ballot. Anyone not selected to be a member of the Parent Council will be offered first refusal if a place on the Parent Council becomes available during the school year. Additionally, they may be offered the opportunity to be part of any sub-groups set up by the Council.

5. The Parent Council may co-opt up to three others from the community to assist it with carrying out its functions.

Co-opted members will 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.

6. The Chair, Vice-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 general meeting of the Parent Forum.

The Parent Council will be chaired by a parent of a child attending Hilltop Primary School, LCSC or Nursery.

If the chairperson's child ceases to be a pupil at the school, a new Chair will be agreed at the next meeting.

7. The Parent Council is accountable to the Parent Forum for Hilltop Primary, LCSC and Nursery and will make a report to it at least once each year at the annual general meeting (*and by written report*) on its activities on behalf of all the parents/carers.

If 10 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.

8. The Annual General Meeting will be held in September 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 two 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 members
- appointment of the office bearers (by the Parent Council members)
- approval of the accounts and appointment of the auditor
- discussion of issues that members of the Parent Forum may wish to raise.

9. The Parent Council will meet monthly during term time or at least twice per term. The quorum for a meeting of the Parent Council will be a minimum of 4 parent members in attendance.

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.

Any four 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 one week's notice of the 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 would be confirmed in writing to the member.

10. Copies of the minutes of all meetings will be available to all parents of children at Hilltop Primary, LCSC and Nursery and to all teachers at the school. Copies will be available from the Secretary to the Parent Council and from the school office. Minutes will be placed on the school app.

11. 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 his or her representative, can attend.

12. The Chairperson/or 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 one of the 3 signatories, either the Chairperson, Treasurer and one other named parent Council member.

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 General Meeting.

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

13. 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.

14. 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 school (or schools), where this continues.

Agreed 24/10/19