

Greenbrae School Parent Council Constitution

1. This is the constitution for Greenbrae 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 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 three parents or carers of children attending the school. The upper limit is ten parents or carers. The Head Teacher or his/her representative has a right to attend Parent Council meetings.
4. The Chair and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. The Chair must be a member of the Parent Forum.
5. Any parent or carer of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be selected by drawing lots. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council. Each parent member will serve for a period of up to four years.
6. The Council may co-opt up to four people to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of two years, after which time, the Parent Council will review and consider requirements for co-opted membership. The number of parent members on the Parent Council must always be greater than co-opted members.
7. The Parent Council has the power to employ a Clerk who will deal with the administration of affairs as directed by the Council.
8. Local Elected Members may attend Parent Council meetings in an advisory role with no voting rights.
9. The Parent Council is accountable to the Parent Forum for Greenbrae School and will make a report to it at least once each year on its activities on behalf of all the parents.

If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

10. The Annual 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
- selection of the new Parent Council (if required)
- discussion of issues that members of the Forum may wish to raise
- approval of the accounts and appointment of the auditor.

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

Parent Council meetings require a quorum of three members, of which two must be parent members.

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 two 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 date, time and place of the meeting.

Copies of the minutes of all meetings will be available to all parents of children at Greenbrae School and to all teachers at the school. Copies will be available from the Clerk to the Parent Council and from the school office.

12. Meetings of the Parent Council shall be open to the 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. Any request to speak by members of the Parent Forum at Parent Council meetings will be at the discretion of the Chair who should be notified at least 14 days prior to the meeting.
13. 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 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.

14. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council. The Parent Council has the right to apply for and obtain monies.
15. 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.

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