



Greenbrae School Parent Forum Constitution

1. Aims

The aims of the Greenbrae School Parent Forum are:

- To promote partnership and communication between parents/carers, pupils and school staff.
- To promote equality and fairness for all and a welcoming environment.
- To develop and engage in activities and events which support the education and welfare of pupils.
- To coordinate and manage fundraising activities and events for the school to support and advance the educational and social needs of pupils.
- To foster extended relationships between staff, parents/carers and others associated with the school community.
- To encourage and welcome the involvement and engagement of all parents and carers.

2. Powers

The Parent Forum shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the parents and carers of pupils at Greenbrae School.

3. Membership

The membership of the Parent Forum shall consist of parents or carers of children attending the school. Any parent or carer of a child attending the school may volunteer to be a member.

Parents shall always form the majority of the Parent Forum.

Greenbrae School Parent Forum will welcome the support of additional volunteers who are members of the wider community. These volunteers will be co-opted and will not have a voting role.

If the number of volunteers exceeds the number of places (12), members shall be selected by an agreed method.

The Parent Forum may co-opt up to 3 members to help carry out its function at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Voting – each parent/carer member of the Parent Forum shall have 1 vote, and resolutions shall be passed by a simple majority vote of those present. The Chairperson will have the casting vote, which will only be used in the event of a tie.

The secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available to all parents/carers.

A member of the Parent Forum failing to attend 3 consecutive meetings without reason / apologies may be deemed to have retired from the Parent Forum.

4. Office Bearers

The Parent Forum shall have the following office bearers: Chair, Secretary and Treasurer. Office bearers must be parents or carers of a child attending the school.

Other roles can include Vice Chair, Events Co-Ordinator, Communications Co-Ordinator and such others as may be required.

Office Bearers will remain in role for one year until the vote is taken again at the following AGM. Should an office bearer leave in that 12-month period a replacement can be appointed.

5. General Meetings

The Parent Forum shall meet at least once per school term. These meetings will be held either in person or online, this will be agreed in advance and shared with all parents/carers.

All parents/carers of Greenbrae School may attend meetings.

Meetings must have at least 3 Parent Forum members in attendance to be quorate.

6. Annual General Meeting (AGM)

An AGM shall be held in September each year. At least two weeks' notice shall be given to all parents/carers.

The AGM shall include:

- A report on the work of the Parent Forum (usually presented by the Chair) and the Treasurer provides an update of accounts and spending for the past year.
- Approval of the annual accounts and appointment of an individual to review the accounts.
- Election of Office Bearer roles and Parent Forum members.

Voting shall be on the basis of one vote per current member / parent or carer. Co-opted members do not have a vote, neither does the head teacher, school staff members, councilors or any other local authority staff attending.

The quorum of the AGM shall consist of at least 5 members.

7. Finance

The funds of the Parent Forum shall be lodged in a bank account in the name of the Parent Forum. At least two signatures are required at all times and shall be used to make transactions.

The treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Forum. The books shall be brought to balance at least 6 weeks before the accounts are due to be reviewed.

The treasurer should report on finance at every meeting.

The Parent Forum shall be responsible for ensuring that all property and money received by / for the Parent Forum shall be done so as underpinned by the aims of the Parent Forum.

Application for expenditure must be made to the Greenbrae School Parent Forum, whose decision shall be deemed final.

8. Amendments to the Constitution

This constitution may be amended at an AGM or EGM provided that notice of the proposed amendment has been given to all parents/carers, at least two weeks in advance.

The proposed change shall be specified in the notice calling for the meeting and should be approved by a minimum of 5 members.

9. Dissolution

In the event of Greenbrae School Parent Forum being dissolved, any remaining funds shall be transferred to the school.

Agreed – March 2026

Reviewed -