

Midmill School

Parent Council Constitution

Aims

- To work with the school to create a welcoming school that is inclusive for all pupils and parents
- To promote close co - operation and communication between parents and teachers.
- To promote equality and fairness
- To identify and represent the views of parents on education provided by the school and other matters affecting education and welfare of pupils
- To study and discuss matters of mutual interest relating to the education and welfare of pupils
- To engage in activities which support and advance the education of pupils attending the school including providing or assisting in provision of facilities to enhance education at the school

Membership of the Parent Council

All parents/carers of children attending Midmill School shall be included in the membership of the Parents Forum and any member of the Parents Forum is eligible to serve on sub-groups.

Members 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. Parents shall always form the majority of the Parent Council.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and shall not have voting rights unless these are given by the Parent Council/Parent Forum.

Associate Membership

The Office Bearers may invite council or other local community representatives to attend the Parent Council meetings. Visitors shall not be eligible to vote in the Parent Council business.

All school staff are invited to attend Parent Council meetings as Associate members, however they shall not be eligible to vote in Parent Council business.

Office Bearers

The Office Bearers will be

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Fundraiser

The office bearers will be elected by the Parent Council at the first meeting after the AGM. All members of the Parent Council must have children attending Midmill School.

It is possible to have office bearers elected at the AGM but the advantage of having them appointed by the Parent Council is that if someone has to stand down during the year, a replacement can be appointed without having to call an Extraordinary General Meeting.

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 considered by other members to undermine the objectives of the Parent Council they shall be required to step down from their role if the majority of Office Bearers agree. Termination of that position shall be confirmed in writing. Should the child(ren) of an Office Bearer cease to be a pupil of the school, or in the event that an Office Bearer resigns from their role, an Extraordinary General Meeting shall be called to appoint a replacement. Should the Chair cease to be eligible for their role, the Vice-Chair will assume Chair duties until a replacement Chair can be appointed.

Powers

Every parent attending a Parent Council meeting shall be eligible to vote on matters raised by the Office Bearers. Should a vote be necessary to make a decision, each parent at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

The Office Bearers 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 Parent Forum.

Sub-Committees

The Parents Forum may set up sub-committees for specific purposes. Where it does so, the Office Bearers shall provide a written remit for the sub-committee.

General Meetings

Meetings of the Parent Council shall take place at least once per term. At all meetings of the Parent Council at least 6 members shall form a quorum. This will be reviewed as the school roll grows.

A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance. All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights. The exception to this would be if the Office Bearers are discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only Office Bearers and the Head Teacher, or their representative, can attend.

Any two Office Bearers may request that an additional meeting be held. All members of the Parent Forum will be given at least two weeks notice of the meeting, including the reason for the meeting being called.

If the Parent Forum have concerns regarding issues falling under the remit of the Parent Council, 10 members are required to request and Extraordinary General Meeting to discuss concerns. The Office Bearers shall arrange this meeting, giving members of the Parent Forum at least two weeks notice of the meeting, including notice of the matters to be discussed.

Copies of minutes will be available to view on the noticeboard in the community room at Midmill School. The minutes will also be distributed to parents via e-mail.

Annual General Meetings

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

1. The work of the Parent Council
2. Approval of the accounts
3. Appointment of an individual who will review the annual accounts
4. Any resolutions submitted by the Parent Forum
5. Election of members to serve on the Parent Council

The meeting shall be chaired by the Chairperson. AOCB items should be cleared through the Chair prior to commencement of the meeting.

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting. At all Annual General Meetings the quorum shall consist of 10.

The Parent Council or 10 members of the Parent Forum shall have power to call an Extraordinary General Meeting.

Each member of the Parent Council shall have one vote 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 PC member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie. 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.

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 at least two named Parent Council members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed by the Office Bearers. The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the Parent Council and whom everyone trusts.

The Parent Council 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, an EGM shall be called to discuss any outstanding issues. Any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.