

# **Davidson's Mains Primary School**

## **Parent Council Constitution**

All parts of this constitution are considered to fall under the terms and definitions of the Scottish Schools (Parental Involvement) Act 2006.

1. This is the constitution for Davidson's Mains Primary School Parent Council. (For the purposes of this document Davidson's Mains Primary School Parent Council shall be abbreviated to 'DMPC', the definition of 'School' includes the Nursery and the definition of 'Parent' includes all parents, carers and legal guardians.)
2. The objectives of DMPC are:
  - ? To work in partnership with the School to create a welcoming school which is inclusive for all parents and pupils.
  - ? To assist the School in its partnership and communication between its pupils and all its parents.
  - ? To undertake activities which support the education and welfare of pupils in the School and its grounds.
  - ? To undertake activities in the wider community that will benefit the pupils learning and life chances.
  - ? To communicate the views of parents on the education provided by the School and other matters affecting the education and welfare of the pupils and present a consensus on these views to the appropriate body.
  - ? To report back to the Parent Forum.
3. The Parent membership of DMPC will be a minimum of five parents of children attending the School. The maximum will be fifteen. It is desirable, but not necessary, that Parent Members should represent pupils from all years of the School and Nursery. A quorum of five Parent Members is required for any meeting of DMPC.
4. Any Parent with a child attending the School can volunteer to be a Parent Member of the DMPC. In the event that the number of volunteers exceeds the number of places set out in the constitution, Parent Members will be selected in order to help ensure best representation of each year group of the school. Anyone not selected to be a member of DMPC may be offered the opportunity to be part of any sub-groups set up. DMPC will maintain a reserve list of volunteers should vacancies arise.

Members of the Parent Council will be selected annually at the AGM. Each Parent Member will be appointed for a period of two years. After serving for two years they may put themselves forward for reselection.

DMPC may co-opt up to five members from the school staff and wider community. Co-opted Members will be invited to serve for a period of two years.

Other Co-opted Members may be recruited as deemed appropriate for specific projects with temporary periods of membership.

There may be no more Co-Opted members than there are Parent Members.

The Head Teacher or their representative will be invited to attend every meeting and shall act as Advisor to DMPC.

Any locally elected representative may be invited to attend meetings at the discretion of DMPC.

5. DMPC will elect the following Office Bearers from its Parent Members - Chair, Secretary and Treasurer. A paid Clerk may be appointed to undertake all or some of the Secretary's duties if funding is available from the local authority. The Secretary will support communications between DMPC members and between DMPC and the Parent Forum. Office Bearers will be reselected by DMPC at the annual AGM.
6. DMPC is accountable to the Parent Forum for Davidson's Mains Primary School and will make a report at least once a year on its activities on behalf of the parents.
7. The Annual General Meeting will be held in the September of each year. Fourteen days notice of the meeting including date, time and place will be sent to the Parent Forum and the School Community. The purpose of the AGM will be
  - to report on the previous year's activities, achievements and ongoing issues
  - to provide a financial report approved by an independent party
  - to review the membership and the reserve list
  - to discuss any issues that members of the Parent Forum may wish to raise
8. DMPC will meet at least once in every school term.

Should a vote be necessary to make a decision, all Parent and Co-opted Members at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any three members of DMPC can request that an additional meeting be held and all members of DMPC will be given at least two week's notice of the date, time and place of the additional meeting.


If a member of DMPC acts in a way that is considered by other members to undermine the objectives of DMPC, their membership shall be terminated if the majority of the Parent Members agree. Termination of membership would be confirmed in writing to the member.

9. Copies of the minutes of all meetings will be available to all parents of children at Davidson's Mains School and to all staff at the school. Copies will be available from the School office and on the School Website.
10. Meetings of DMPC shall be open to the public, unless DMPC is discussing an issue which it considers to be confidential. In such discussions, only members of DMPC and the Head Teacher (or representative) can attend.
11. DMPC shall be responsible for ensuring that all funding is used in accordance with the objectives of DMPC.  
The Treasurer will open a bank or building society account in the name of DMPC. Financial transactions will require two signatures the Treasurer and either the Chairperson or Secretary. DMPC has the right to raise funds to further its aims and objectives.  
The Treasurer will provide a summary of all income and expenditure to each meeting of DMPC and present independently checked Year End Accounts at the AGM.
12. DMPC may change its constitution after obtaining consent from the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given two weeks to respond to the proposal.
13. Should DMPC 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.

Adopted by the Davidson's Mains Primary School Parent Council on

9<sup>th</sup> December 2008

Signed by the Office Bearers

  
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Andrew Haswell, Chair

  
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Karen Biggar, Secretary

  
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Jen Graham, Treasurer