



TWECHAR SCHOOL PARENT COUNCIL CONSTITUTION

1. Introduction

The following detail, contained within this document, outlines the principles of the *Twechar School Parent Council*, as agreed by the Twechar Primary Parent Council, session 2021/22. The Constitution, as approved, can only be altered after a consultation phase, which takes into account the views of all Parent Council members and the Parent Forum.

2. Objectives

The objectives of the Parent Council are to:

- Promote an inclusive educational environment, which encourages a partnership approach, between the school, its pupils, the Parent Council and the Parent Forum.
- Develop and engage in activities, which support national and local initiatives relevant to the education and welfare of the pupils.
- Provide a pivotal communicative link, where appropriate, between the Local Education Authority, the school, its pupils and the Parent Forum.
- Represent the views of the Parent Forum, in regard to matters affecting the education and welfare of the pupils.

3. Membership

The membership of 'Twechar School Parent Council' will comprise of:

- A minimum of four, up to a maximum of ten, members of the Parent Forum, including a parent of a child attending the school nursery where possible. One of this group is required to be the Chairperson.
- The Head Teacher and up to 2 members of school staff which may include both the teaching and support staff.
- A maximum of two local community representatives

The quorum must include not less than one third of the parent membership and if a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.

4. Selection of Members

Membership of the Parent Council should, in the first instance, be drawn from parents, carers and guardians of pupils at the school. The Head Teacher has a right and duty to attend and take part in discussions and offer advice. Members of the teaching and support staff should be invited on to the Council up to a maximum of 2 persons. Additionally, 2 local community representatives may be selected by Parent Council members, which will allow for a partnership across representative community bodies.

Parents, carers and guardians may nominate themselves for appointment to the Parent Council and this self nomination should be submitted, in writing, to the Chair of the Parent Council. Where there are more nominations than places available and in the event that a consensus cannot be reached, a draw will be held, which should be attended by the nominees and no less than a quorum of the Parent Council. The draw should be conducted by the Chair of the Parent Council.

Membership of the Parent Council shall be for a period of between one and three years, with the option of parent members extending their membership.

The opportunity will exist for a representative of the Pupil Council to attend a meeting of the Parent Council, at any time, should the requirement to do so arise.

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.

5. Office Bearers

The Parent Council will have a Chair, Vice-Chair, Treasurer (if appointed) and Clerk to the Council who will be regarded as the Parent Council Office Bearers. The initial appointment of Office Bearers will be agreed by the new Parent Council.

Thereafter, all subsequent appointments will be selected by the Parent Council on an annual basis during the 'Annual General Meeting of the Twechar School Parent Council'.

Note: The Parent Council will be chaired by a member of the Parent Forum and in the event that the Chairperson's child ceases to attend Twechar School that person's term of office will be terminated and a new Chair will be appointed at the next scheduled meeting.

6a. Annual General Meetings

The Parent Council will hold an Annual General Meeting (AGM) within 12 months of inauguration and thereafter once every year, at 12 monthly intervals as determined by the Parent Council members. A report will be prepared, for the information of all Parent Forum members following the AGM.

The AGM will be held in August/September of each year. A notice of intimation of the meeting stating date, time, place and an invitation for Agenda items will be sent to all members of the Parent Forum at least two weeks, prior to the meeting date.

The meeting will include:

- (i) A report on the work of the Parent Council.
- (ii) Selection of the new Parent Council, where required.
- (iii) Any business the Parent Forum may wish to raise.

6b. Special General Meetings

In the event that 10% of the Parent Forum request a Special General Meeting of the Parent Council, this must be arranged within 1 month of the request being made. Any request for such a meeting must be submitted in writing to the Chair of the Parent Council, and must also detail the circumstances relating to the request.

The Parent Council will provide two weeks notice to members of the Parent Forum, of any Special General Meeting. This notice will contain details of the venue, time of the meeting and notice of the topic/s to be discussed.

6c. General Meetings

The Parent Council will meet at least five times in every school session, with members of the Parent Forum being advised of meeting dates, in advance.

Any member of the Parent Forum can request that a subject be discussed at a meeting of the Parent Council. This request must, however, be submitted in writing to the Chair of the Parent Council or the Head Teacher of the school in advance of the meeting.

Discussions at Parent Council meetings should be open to all members of the Parent Forum, unless the matters to be discussed relate to issues, which may impact upon the confidentiality of individuals or that of the school. In such cases, only members of the Parent Council and the Head Teacher and his or her representative are entitled to be present.

In the event that a vote is necessary in regard to a decision making process, each member at the meeting will have one vote, with the Chair having a casting vote, in the event of a tie.

7. Notes of Meetings

Copies of the minutes relating to all meetings will be available to all staff at the school and all members of the Parent Forum. Copies will be displayed on the school notice board.

8. Confidentiality

It is imperative that the work of the Parent Council is open and transparent, however there may be occasions where matters of a confidential nature require to be discussed and in such circumstances it is acceptable for that element of the meeting to be closed to the Parent Forum. Matters relating to issues of a confidential nature should not be recorded in an 'open' minute, but should be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.

Note: Matters relating to individual teachers and children must not be the subject of discussion at Parent Council meetings.

9. Finances

The Treasurer (if appointed) will open a bank or building society account in the name of "Twechar School Parent Council". 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 AGM. The Parent Council accounts will be audited by the Auditor appointed at the previous Annual Meeting on an annual basis and prior to each AGM.

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

Note: In the event that the Parent Council ceases to exist, any remaining funds will be passed to the school, or where the school ceases to exist, to the Local Education Authority, to be used for the benefit of the school or the schools now attended by children from the community of Twechar.

10. Changing the Constitution

The Parent Council may propose changes to its Constitution only after agreement by a quorum of Parent Council members. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

11. Signatories

**Twechar School Board
Session 2021/22**

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***Note:** This document will be signed by all of the above, once the Parent Forum consultation process is concluded.*