

St Oswald's CE Primary School Parent Council constitution

OBJECTIVES

- 1.** The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - To promote partnership between the school, its pupils, the Parent Teacher Association and all parents
 - To develop and engage in activities which support the education, welfare and personal development of the pupils
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education, welfare and personal development of the pupils

MEMBERSHIP

- 2.** The membership will be a minimum of 3 Parents of children attending the school. There will be no maximum number of Parents. Membership includes a teacher member.
- 3.** Any parent 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 set out in the constitution, members will be selected by drawing lots (supervised by an independent person). Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council.
- 4.** Members of the Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. If a member of the Parent Council ceases to have a child at the school within their period of membership, they will cease to be a parent member of the Parent Council.
- 5.** The Parent Council may co-opt members to assist it with carrying out its functions.
- 6.** The Chair and Clerk will be agreed by Parent Council members immediately following its formation. The Parent Council will be chaired by a parent of a child attending the school. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. A Vice Chair will also be agreed, who should also be a parent of a child attending the school. The Vice Chair should be willing to step in for the Chair if need be but need not necessarily become Chair when that position becomes vacant.

ACCOUNTABILITY

- 7.** The Parent Council is accountable to the Governing Body of the school and may attend governing body meetings if requested.

MEETINGS

- 8.** The Parent Council will meet at least once in every school term.
- 9.** Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event

of a tie. A quorum of three parents will apply. 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 the meeting.

- 10.** If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.
- 11.** Copies of the Part 1 minutes of all meetings will be available to parents of children at the school and to teachers at the school. Copies will be available from the Clerk to the Parent Council, from the school office, on the school web site and on the school notice board.
- 12.** Meetings of the Parent Council shall be open to all parents and to specific invitees, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the head teacher, or his or her representative, may attend.

CONSTITUTION

- 13.** The Parent Council may change its constitution from time to time and will notify the Governing Body of any changes.

NB The use of the term 'parents' in this constitution is respectfully deemed to include all carers of pupils at the school.