

## From mountain to sea

# Aberdeenshire Parent Council Constitution

**This is the Constitution for Portlethen Primary Together as provided for in the Scottish Schools (Parental Involvement) Act 2006**

### *Definitions*

- a) In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*
- b) Parent Forum – all parents of children attending Portlethen School.*
- c) Portlethen Primary Together – a group of self-selecting Parents who represent all the Parents of Portlethen School.*

## **1. AIMS AND OBJECTIVES**

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and Parents.
2. To promote collaborative working between Parents, families and the school
3. Develop ways to actively engage Parents to support children's education, the welfare of the pupils and improve their outcomes
4. To identify and represent the views of all Parents on the education provided by the school and other matters affecting the education and well-being of the pupils.

## **2. MEMBERSHIP**

1. An unlimited number of Parents from the Parent Forum are welcome to form Portlethen Primary Together.
2. Parents shall always form the majority of Portlethen Primary Together.
3. Any Parent of a child at the school can volunteer to be a member of Portlethen Primary Together and all Parents can take part in Portlethen Primary Together by attending meetings or helping with events, beginning with the AGM in August/September. This will be co-ordinated by the current Portlethen Primary Together.
4. Portlethen Primary Together may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.
5. Portlethen Primary Together may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks

## **3. CO-OPTED MEMBERS**

1. Portlethen Primary Together may co-opt additional persons to help carry out its functions.
2. At least two-thirds of Portlethen Primary Together will be made up of Parent Forum members and one-third of the membership may be formed of other co-opted members including teaching and support staff in the school.
3. Co-opted members can be drawn from school staff on a voluntary basis and the wider community. The co-opted members will serve for one year after which time Portlethen Primary Together will review and consider requirements for co-opted membership.
4. Co-opted member(s) will not have voting rights in Portlethen Primary Together.

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### **4. OFFICE BEARERS**

1. Office bearers will be elected by members of Portlethen Primary Together and may include: Chair, Vice Chair, Treasurer, Secretary and such others as may be deemed necessary. Roles can be shared.
2. Portlethen Primary Together will be chaired by a Parent of a child attending Portlethen School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
3. Office bearers will be nominated and selected by Portlethen Primary Together at the first meeting after the AGM. They shall hold post for a one year term and be eligible for reselection. In the event of a tie either lots will be drawn or names drawn from a hat.
4. Each office bearer shall be a Parent of a child attending Portlethen School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next Portlethen Primary Together meeting.

### **5. TREASURER**

1. The Treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the Treasurer and one other office bearer.
2. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Portlethen Primary Together meeting and a full account for the AGM. The Portlethen Primary Together accounts should be audited if fundraising has been undertaken.
3. Portlethen Primary Together shall be responsible for ensuring that all monies are used in accordance with the objectives of Portlethen Primary Together.
4. Should Portlethen Primary Together cease to exist, any remaining funds will be used for the benefit of Portlethen School.

### **6. TERMINATION OF MEMBERSHIP**

1. If a member of Portlethen Primary Together acts in a way that is considered by fifty percent of Portlethen Primary Together members to undermine the objectives of Portlethen Primary Together, their position as a member of Portlethen Primary Together may be terminated after an EGM. Only Portlethen Primary Together members will be eligible to vote on such.
2. Termination of office shall be confirmed in writing to the member.

### **7. MEETINGS**

1. Portlethen Primary Together will meet at least once in every school term.
2. The quorum for each meeting will be three, one of which will be the Chair or Vice Chair.
3. Any member of the Parent Forum may attend meetings of Portlethen Primary Together.
4. The Head Teacher has a right and a duty to attend meetings or be represented by another member of staff. The Head Teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by Portlethen Primary Together.
5. A member of Portlethen Primary Together failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from Portlethen Primary Together.

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6. Should fifty percent of Portlethen Primary Together or the Parent Forum request that an additional meeting be held, all members of Portlethen Primary Together/Parent Forum will be given reasonable notice of date, time and place of meeting.
7. Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of Portlethen Primary Together and the Head Teacher.
8. Items for the agenda should be submitted to the Chair before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
9. The Secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all Parents of children at Portlethen School from the Secretary of Portlethen Primary Together or from the school website. Portlethen Primary Together may choose to set up its own website/facebook page but this should not be the only method of communicating with Parents.

### **8. ANNUAL GENERAL MEETING (AGM)**

1. The AGM will be held annually in August/September to allow engagement with new Parent Forum members
2. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum.
3. The meeting will include:
  - a) A report on the work of Portlethen Primary Together.
  - b) A report on the work of any sub-groups.
  - c) A report on the accounts.
  - d) Discussion of issues that members of Portlethen Primary Together may wish to raise as intimated in the notice of the meeting.
  - e) Approval of the accounts and appointment of the auditor, if required.

### **9 EGM**

1. An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called by a Portlethen Primary Together member (if approved by the majority of voting Portlethen Primary Together members.)

### **10 CONFIDENTIALITY**

1. The work of Portlethen Primary Together will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum.
2. Matters relating to issues of a confidential nature will not be recorded in an 'open' minute, but will be recorded and retained in a 'closed' minute by the Chair and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.
3. Data held as part of Portlethen Primary Together's work should be held under appropriate GDPR (EU) 2016/679 guidance
4. Matters relating to individual teachers, children, Parents and school issues will NOT be the subject of discussion at Portlethen Primary Together meetings.



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### **11 CONSTITUTION**

1. The constitution may be changed after discussion at a Portlethen Primary Together meeting and obtaining consent from two-thirds of the members of Portlethen Primary Together present at a meeting.
2. The Parent Forum will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

### **12 DISSOLUTION**

1. In the event that Portlethen Primary Together ceases to exist any remaining funds should be distributed for the benefit of the children at the school.