



**PARENT COUNCIL**  
"The Voice of the Parent Forum"

## **Broomlands Primary School Parent Council Constitution 2015**



# Broomlands Primary School Parent Council

Broomlands Primary School, Ednam Road, Kelso, Roxburghshire. TD5 7SW.

## CONSTITUTION

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**This is the Constitution for Broomlands Primary School Parent Council.**

1. The objectives of the Parent Council are:
  - To create a welcoming school which is inclusive for all parents
  - To promote partnership between the school, its pupils and all its parents
  - To develop and engage in activities which support the education and welfare of the pupils
  - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of 10 members which must include a minimum of six parents/carers of children attending the School. The maximum size will be 25. Eight members of the Committee shall form a quorum. (No meetings can take place or decisions made unless there are 8 or more Committee Members present).
3. The Parent Council will be selected for a period of three year, after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection by post, text or email.
4. Any parents 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 vote at an open meeting of Forum members at the start of the school year
5. 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 Council. Any member of a sub-group may attend the Council meeting.
6. The Parent Council may co-opt members as required to assist it with carrying out its functions.
  - The number of parent members on the Parent Council must always be greater than Co-opted members. Co-opted members will be invited to serve for a period of up to three years after which time the Parent Council will review and consider requirements for co-opted membership.
7. Copies of the minutes of all meetings will be available to all parents of children at Broomlands Primary School and to all teachers at the school. Copies will be available from the school office.
8. Meetings of the Parent Council shall be open to the public, 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, can attend.
9. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. 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 Annual Meeting. The Parent Council accounts will be examined by the examiner appointed at the previous Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

10. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
11. Should the Parent Council 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.