

**LIVINGSTON VILLAGE PRIMARY SCHOOL  
PARENT COUNCIL CONSTITUTION  
SEPTEMBER 2009**

This is the constitution for Livingston Village Primary School Parent Council

Livingston Village Primary School Parent Council (the Parent Council) is constituted in accordance with the Scottish Schools (Parental Involvement) Act 2006. The Parent Council represents and is accountable to the Parent Forum, which comprises all parents, carers and legal guardians of pupils at Livingston Village Primary School. For the avoidance of doubt, the term “parent” or “parents” as used in this constitution includes carers and legal guardians.

**Objectives**

The objectives of the Parent Council are

- a) To work in partnership with the school to create a welcoming school which is inclusive for all parents
- b) To promote partnership between the school, its pupils and all its parents
- c) To develop and engage in activities which support the education and welfare of the pupils
- d) 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.
- e) To support the school in ensuring that sufficient resources are provided for the education of its pupils
- f) To provide a focus for parental involvement in issues that affect the school

**Membership**

The membership will be a minimum of four parents of children attending the school. The maximum number of parent members will be fifteen.

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 election. 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.

A parent member of the Parent Council will serve for a period of two years after which they may put themselves forward for re-selection if they wish.

Should the number of parent members decline below four between selection dates volunteers will be sought to serve until the next selection date.

The Parent Council may co-opt up to three additional members to assist it with carrying out its functions; one member of the school staff and two people from outwith the school community who have an interest in the activities of the school and the parent council.

The number of parent members on the Parent Council must always be greater than co-opted members.

One member of the Parent Council will be a parent which will function as the fundraising and social sub group of the Parent Council.

Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council will be chaired by a parent of a child attending Livingston Village Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council will appoint a Clerk who will take minutes and provide administrative support to the Parent Council. The Clerk shall keep account any monies provided by the Education Authority for the Parent Council to fulfil its function.

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.

### **Accountability & Meetings**

The Parent Council is accountable to the Parent Forum for Livingston Village Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

If 30 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

The Parent Council shall decide how frequently it shall meet, but it shall meet at least once in every school term.

Any three parent 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 date, time and place of any such additional meeting.

The headteacher of Livingston Village Primary School, or his / her nominated representative, acts as adviser to the Parent Council and has both a right and a duty to attend meetings of the Parent Council.

The Parent Council shall invite third parties to participate at its meetings as it sees fit, including the representatives of Pupil Council of Livingston Village Primary School, members of the local community council, representatives of the education authority and the Scottish Executive, local councillors, the local MSP and the local MP.

The quorum for meetings of the Parent Council shall be four members, of which at least three shall be parent members.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any three 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 date, time and place of the meeting.

Copies of the minutes of all meetings will be available to all parents of children at Livingston Village Primary School and to all staff at the school. Copies will be available from the school website, the Clerk to the Parent Council and from the school office.

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 headteacher, or his or her representative, can attend.

### **Annual General Meeting of the Parent Forum**

The Parent Council shall report formally to parents each year at an annual general meeting (AGM) of the Parent Forum.

The Parent Council shall organise the AGM, which shall normally take place in September. Notice of the meeting, including date, time, venue and business to be discussed, shall be sent to parents at least two weeks in advance.

The main business of the AGM shall be to receive and approve the annual report from the Parent Council, including audited accounts. The audit need not be undertaken by a professional auditor, but should be undertaken by someone with financial management experience who is not a member of the Parent Council or a relative of a member.

The AGM shall also have the right to discuss and vote on any issues falling within the remit of the Parent Council, to discuss and vote on any constitutional amendments and to discuss and vote on removal or replacement of parent members of the Parent Council.

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.

## **Finance**

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

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.