**Cramond Parent Council**

**Constitution** (*revision 29 August 2019*)

1. **Name**

The Parent Council organisation of Cramond Primary School shall be called “Cramond Parent Council”.

1. **Aims and Objectives**

Cramond Parent Council aims to:

1. Actively promote and support the involvement of parents and families in the school and in the education of pupils;
2. Engage with and support the Head Teacher in the development of school policies and priorities;
3. Seek, represent and communicate the views of parents, carers or guardians of any child who currently attends Cramond Primary School (the Parent Forum);
4. Help build positive relationships with staff, parents, pupils, the wider community and cluster schools;
5. Develop and engage in activities which support the education and welfare of the pupils;
6. Support the social and fund-raising roles of the School PSA (which is a sub-group of the Cramond Parent Staff Council (CPSC), and has its own Constitution) and other school groups;
7. Have involvement in the appointment of the Head Teacher and Depute Head and other senior appointments as required;
8. Encourage positive attitudes towards social and environmental concerns within the locality of the school; and
9. Protect and take an active interest in the School campus and buildings with the health, safety and well-being of staff and pupils at heart.
10. **Governance**

The Parent Council does not have its own separate Committee. It is governed, along with the Cramond Primary School Parent Staff Association (PSA), by a Committee known as the Cramond Parent Staff Council (CPSC). Reference to “Committee” relates to the Committee of the CPSC.

The Office Bearers of the Committee of the CPSC will be the Chairperson, Vice-Chair, Treasurer and any other as may be required. The Chair will be a parent. The Office Bearers will be elected at the AGM, shall be elected for a one-year term and will be eligible for re-election.

1. **Membership**

Membership of Cramond Parent Council shall consist of:

4.1 Up to 20 Parent/Carer members, (ideally with a broad representation across all year groups including the nursery), one of whom will be the Chairperson, one Vice-Chair as deputy, and one of whom will be a Treasurer appointed by the Parent Council at the first meeting, and thereafter by nomination and vote by the members of the Parent Council at the AGM.

In the event that the number of volunteers exceeds the number of places set out in the Constitution, members will be selected in order to:

* Help ensure best representation of each year group within the school;
* Help ensure best representation of diversity within the school.

Should these methods fail to ensure the number of volunteers is within the limits set by the Constitution, lots will be drawn.

Where there are more volunteers than can be accommodated on the Parent Council, 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. The Parent Council will also maintain a reserve list of volunteers should vacancies arise.

4.2 Co-opted Membership recruited by the Parent Council shall be:

1. A representative of the School Staff (this may be the Head Teacher);
2. One representative from the School PSA (this may be the Lead Fund-raiser);
3. Other co-opted members recruited as deemed appropriate (for example for specific projects with temporary periods of membership).

* There shall be no more Co-opted Members than there are Parent Members.
* The Head Teacher, or their representative, has a duty and a right to attend and shall act as Advisor to the Parent Council.
* Local Councillors may be invited to attend meetings at the discretion of the Parent Council.

1. **Meetings**
2. At least half of the standing members should be present to form a quorum at any meeting;
3. The Cramond Parent Council shall meet as often as is necessary, and at least once a term;
4. Meetings are open to the public; however, the Chairperson shall reserve the right to hold specific agenda items in private where Data Protection and confidentiality issues may arise;
5. If Parents/Carers have specific items/issues which they wish to discuss at a meeting, then they are requested to submit these as agenda items to the Chairperson, before the meeting;
6. Should a vote be necessary to make a decision, each members and co-opted member shall have one vote, with the Chairperson (or in his/her absence, the Vice Chair) having a casting vote in the event of a tie.
7. **Annual General Meetings (AGM)**

The AGM of the Cramond Parent Council shall be held within two months of the start of the school year. Notice of 21 days will be given to the Parents/Carers and the School Community. The purpose of the AGM will be:

1. To report on the previous year’s matters arising, activities and achievements;
2. To review the aims and objectives of the Parent Council for the coming year;
3. To select the membership of the Parent Council and to review the reserve list;
4. To provide a financial summary;
5. To discuss and consider any other issues which the Parent Forum wish to raise.
6. **Declaration of Interest**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee meeting at which he or she is present to declare such interest and he/she shall not vote thereon.

1. **Minutes and Records**

Clerk: This title refers to the person who may handle administration (minutes, notice of meetings, correspondence) for Cramond Primary School Parent Council. The position is paid. The Clerk is not a member of the Parent Council and has no voting rights on the Parent Council but may be a parent and may have rights as a member of the Parent Forum. The Clerk will:

1. Take Minutes and Action Points at each meeting;
2. Maintain an archive of the Minutes.

A full set of Minutes and Parent Council records will be available and published (unless Data Protection and Confidentiality issues apply) and shall be held in school.

1. **Confidentiality and Code of Conduct**

* The Parent Council shall follow legal requirements on issues of privacy, confidentiality and Data Protection;
* Individual staff or pupil issues should be addressed directly to the Head Teacher;
* If any Member of the Parent Council acts in a way that is deemed inappropriate or to undermine the Aims and Objectives of the Parent Council, his or her membership of the Parent Council shall be terminated if a majority of Parent council Members agree. Termination shall be confirmed in writing. If necessary, officers of the City of Edinburgh Council may be invited to participate in mediation or an appeal process.
* Our Protecting Vulnerable Groups (PVG) policy is in line with Guidance from Connect, the trading name of Scottish Parent Teacher Council, on the PVG Membership Scheme requirements for Parent Councils.

1. **Accounts**

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The Accounts shall be presented at the AGM for information.

1. **Alterations to the Constitution**

The Cramond Parent Council may change its Constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be notified of any proposed amendment and given reasonable time to respond to this amendment.

1. **Dissolution**

Any assets remaining on dissolution after satisfying outstanding debts and liabilities will be passed to the Education Authority.