

Broughton Primary School Parent Council and Parent-Staff Association Constitution

Definitions:

'School' means Broughton Primary School, and includes Broughton Primary School nursery classes.

'Parent' means parents, guardians and carers of pupils at the school

'Children' means children at the school

'Parent Forum' means all parents.

'Parent Council' or PC means a committee chosen to represent the Parent Forum.

'Parent-Staff Association' or PSA means a sub-committee of the Parent Council that organises fundraising and social events.

'Broughton Primary School Trust' means the Scottish Charitable Incorporated Organisation of that name, charity number SCO44041.

Aims

The aims of the Parent Council are:

1. to promote co-operation and communication between parents and teachers
2. to identify and represent the views of the Parent Forum and children on the education and welfare of the children to the staff of Broughton Primary School and the City of Edinburgh Council Education Department
3. to engage in activities that support the education and welfare of the children
4. to support and complement the Parent-Staff Association
5. to help with the appointment of school staff in accordance with recruitment legislation of the City of Edinburgh Council
6. to manage the Broughton Primary School Trust for the benefit of the children at Broughton Primary School

The aims of the Parent-Staff Association are:

1. to organise events for parents and children.
2. to raise funds, to be used in furtherance of the aims of the Parent Council.

Office bearers

The chair, vice-chair, secretary and treasurer of both the PC and the PSA will be elected at the PC's annual general meeting. The same role in both bodies can be held by a single person or by two people.

If a person leaves office during the course of the year, a replacement can be selected at a PC meeting, except for the Chair of the PC where an Extraordinary General Meeting should be called.

Duties

The chair will provide general leadership, and will chair all meetings.

The secretary will take minutes of meetings and will circulate them to the PC or PSA after each meeting, and make them available on request to any parent.

The treasurer is responsible for financial transactions as approved by the PC and/or the PSA and for keeping accurate records of all finances. Annual accounts will be reviewed and approved by an individual appointed by the PC and will be presented at the annual general meeting. Summaries of the financial position of the PC and PSA will be given at meetings as necessary or as requested.

The chair and the treasurer of the PC will normally be responsible for administrating the Broughton Primary School Trust, although other members of the PC or PSA can be elected to carry out this role.

Staff representation

The headteacher has a right and a duty to attend PC meetings. She or he will have an advisory role and will not take part in PC decision-making, unless invited to do so.

Other teachers are welcome to attend meetings, as deemed appropriate by the headteacher, and at least one teacher will be a member of the PC, as selected by whatever method the school chooses. Parents should form the majority of the PC.

Membership and attendance

Any member of the Parent Forum may attend a PC or PSA meeting without invitation or notice.

Apart from office bearers and staff, membership of the PC and PSA will be fluid, and will consist of those parents who choose to attend PC and PSA meetings. If meetings become too large to be manageable or productive, the PC will decide a method to limit the size of the membership, and will formalise a selection process if necessary.

Non-parent members of the community can attend PC or PSA meetings by invitation or agreement, and they may also address meetings by invitation or agreement.

Changes to the constitution

Changes to the constitution can be made at the AGM or an extraordinary general meeting.

Dissolution

If the PC ceases to exist, any funds should be distributed by the senior leadership team of Broughton Primary School for the benefit of the children.

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