

Bunbury Aldersey CE Primary Parent Council Constitution

OBJECTIVES

1. The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils, the Parent Teacher Association and all parents
- To develop and engage in activities which support the education, welfare and personal development of the pupils
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education, welfare and personal development of the pupils
- To support and promote the school with parents and in the community, and aim to achieve positive outcomes on both sides.

MEMBERSHIP

2. The membership will be a minimum of 7 Parents of children attending the school. There will be a maximum of 14 Parents, normally to mean two Parents from each Year group.
3. 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 drawing lots (supervised by an independent person). 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.
4. Members of the Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. If a member of the Parent Council ceases to have a child at the school within their period of membership, they will cease to be a parent member of the Parent Council.
5. The Parent Council may co-opt up to six members to assist it with carrying out its functions. Co-opted members will normally include teacher representatives and a representative from the PTA. A member from the local pre-school who will have a child in reception the following year may also be admitted. Co-opted members will be invited to serve for a period of up to two years after which time the Parent Council will review and consider the arrangements for co-opted membership.
6. The Chair and Clerk will be agreed by Parent Council members immediately following its formation. The Parent Council will be chaired by a parent of a child attending Bunbury Aldersey. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. A Vice Chair will also be agreed, who should also be a parent of a child attending Bunbury Aldersey. The Vice Chair should be willing to step in for the Chair if need be but need not necessarily become Chair when that position becomes vacant.
7. Positions may be re-elected annually, if the Committee so wishes. However, it is not a necessity for the Chair, Vice Chair, or Secretary to be re-elected more than every two years.

ACCOUNTABILITY

- 7.** The Parent Council is accountable to the Governing Body of Bunbury Aldersey and will make a report to it at least once each year on its activities on behalf of all the parents. If a minimum of 3 members of the Governing Body request a special meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this and vices versa. The Parent Council shall give all members of the Parent Forum at least 2 weeks' notice of the meeting together with a notice of the matter, or matters, to be discussed at the meeting and vice versa.

MEETINGS

- 8.** The Parent Council will meet at least once in every school term.
- 9.** Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. A quorum of 7 parents will apply. Any two 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 the meeting.
- 10.** 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.
- 11.** Copies of the minutes of all meetings will be available to parents of children at Bunbury Aldersey and to teachers at the school. Copies will be available from the Clerk to the Parent Council, from the school office and from the school website.
- 12.** Meetings of the Parent Council shall be open to all parents and to specific invitees, 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, may attend.

CONSTITUTION

- 13.** The Parent Council may change its constitution after obtaining consent from members of the Parent Council. Members of the Parent Council will be sent a copy of any proposed amendment and given reasonable time (minimum two weeks) to respond to the proposal.
- 14.** Should the Parent Council cease to exist, any remaining funds will be passed to the school fund to be used for the benefit of the school, where this continues.

CODE OF CONDUCT

- 15.** We strive to work as a team in which constructive working relationships are actively promoted.
- 16.** We will treat other members of the Parent Council courteously and respectfully at all times and in all communications.

17. We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times
18. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
19. We will act in the best interests of the school as a whole, and support the decisions of the Parent Council, even where they go against our personal opinions
20. We will respect the views of other Parent Council members, even when these differ from our own.
21. We will respect the professional expertise of the headteacher and staff, and the fact that responsibility for the day to day running of the school rests with the headteacher
22. If we believe this code of conduct has been breached, we will raise this issue with the chair and the chair will investigate; the Parent Council will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
23. Should it be the Chair that we believe has breached this code, another Parent Council member, such as the Vice Chair, will investigate.

NB The use of the term 'parents' in this constitution is respectfully deemed to include all carers of pupils at the school.

