



Hermitage Primary School Parent Council Constitution

AIMS

- to promote co-operation and communication between parents and teachers
- to study and discuss matters of mutual interest relating to the education and welfare of pupils
- to engage in activities, including fundraising, which support and advance the education of pupils attending the school

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

PARENT COUNCIL MEMBERSHIP

Members of the Parent Council shall be appointed or elected at the AGM. They shall serve for a one year term and be eligible for re-appointment or re-election. Parents shall always form the majority of the Parent Council.

Membership of the Parent Council should be no less than 3 and no more than 25. If there are more than 25 parents/carers who wish to join the Parent Council then a vote will be held at the AGM to elect the membership. All members of the Parent Forum are entitled to attend Parent Council meetings but where a vote on a decision is taken only the members of the Parent Council shall be entitled to vote.

The office bearers will be chairperson, secretary, treasurer and such others as may be required. All office bearers should be current parents who have had a child at Hermitage Primary School for a minimum of one year. Although elected annually, office bearers may serve for a two year term and be eligible for re-appointment or re-election for one further year only for a maximum of three consecutive years. The office bearers will be appointed or elected by the Parent Forum at the AGM or during the school year in the event of an office bearer resigning. Although elected annually, office bearers may serve for a two year term and be eligible for re-appointment or re-election for one further year only for a maximum of three consecutive years.

The Headteacher or his/her representative has a right and a duty to attend meetings of the

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Parent Council as a non-voting member.

The Parent Council may co-opt up to 3 non-voting members to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the casting vote in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A voting member of the Parent Council failing to attend three meetings may be deemed to have retired from the Parent Council.

MEETINGS

Annual General Meeting

The Annual General Meeting (AGM) shall be held a minimum of once a year but must be held no later than the first two months of each school year.

The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:-

- the work of the Parent Council
- approval of the accounts
- any resolutions submitted by the Parent Forum
- election of members to serve on the Parent Council

All members of the Parent Forum attending the AGM will be entitled to vote on the election of members to serve on the Parent Council and any resolution submitted.

General meetings

Meetings of the Parent Council shall be held at least once a term.

Members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting.

At all general meetings the quorum shall consist of 3 voting members of the Parent Council.

All Parent Council meetings shall be open to the public and any member of the Parent Forum may attend although they will not have voting rights.

At all general meetings voting shall be on the basis of one vote per Parent Council member present at the meeting. The chairperson will have the casting vote in the event of a tie.

Extra-ordinary meetings

The Parent Council or at least 12 members of the Parent Forum shall have the power to call an Extraordinary General Meeting to discuss any issue falling within the remit of the Parent Council.

The Parent Council will give all members of the Parent Forum at least 2 weeks' notice of the Extraordinary General Meeting and details of the issue to be discussed.

All members of the Parent Council and Parent Forum present will be entitled to vote at an EGM. The chairperson will have the casting vote in the event of a tie.

FINANCE

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The accounts shall be independently reviewed annually an individual appointed by the Parent Council.

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council.

Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds should be passed to the school to be used for the benefit of the pupils.