

Carrick Knowe Parent Council Constitution 2020

This is the constitution of the Carrick Knowe School Parent Council.

On the occasions in this constitution when the term:

1. PC is used it means Parent Council
2. Parents is used it means parents and carers.
3. Parent Forum is used it means all the parents and carers of children in the school and nursery.

1. AIMS & OBJECTIVES OF THE PARENT COUNCIL

1. 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 and pupils.
 - 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 provide a source of communication between the school, its parents and the local community.
 - e. 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.
 - f. To raise funds to provide and assist in the provision of facilities for education at the School which may not normally be provided by the Local Education Authority.

2. MEMBERSHIP

1. The Parent Council committee will appoint office bearers to oversee the Parent Council in its undertakings.
2. There are 5 types of membership on the Parent Council:
 - a. Elected / office bearers (chair, vice-chair, secretary, treasurer- see attached document for summary of each roles.)
 - b. Year Rep bearers (see attached document for summary of role.)
 - c. Sub-committee members
 - d. Active member (attends meetings but doesn't hold a named role)
 - e. Co-opted (Staff associated with the School and/or others)
 - f. The Head Teacher of the School is an advisor on the committee.
3. The membership consists of parents/carers of children attending Carrick Knowe Primary School and Nursery as well as school staff.
4. Members of the PC Committee shall mainly be appointed at the AGM., but new members can also be appointed out with the AGM at a normal meeting.
5. All new members and existing committee members who wish to continue in their roles must be nominated and supported by 2 other members annually. If more than 1 person is proposed or nominated for an office bearer / Year Rep position, a secret ballot will be held, with members only being able to vote.
6. The membership of the council will be a minimum of 6 parents of children attending the school. The maximum size is 35. The term "parent" includes Carers and Guardians of children at the school. Where possible the Parent Council will be made up of at least 1 representative from each year group (Nursery to P7).

7. To hold a meeting there must be more parents in attendance than the number of staff members.
 8. Any parents or carers 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 using a secret ballot. Anyone not selected to be a member of the Parent Council may still be offered the opportunity to be part of any subgroups set up by the Council.
 9. Parent Members will be invited to serve on the council for 1 year, after which they may choose to stand to be selected again along with any other interested parents. The exception to this will be the Chair who for the purposes of continuity will be invited to serve for 3 years.
 10. Members missing 3 sequential meetings will be understood by the council to have tendered their resignation unless apologies have been received prior to meetings.
 11. Any parent member of the council can step down at any time, notice of which should be given at their penultimate council meeting.
 12. If the child of a council member ceases to be a pupil at the school they too cease to be a representative on the council. New office bearers will be chosen at the next council meeting if required.
 13. The school will be represented by a minimum of 2 staff members, staff representatives attending each meeting will be at the discretion of the school.
 14. 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 may be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
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3. CO-OPTED MEMBERS

1. The Parent Council may co-opt up to 10 non-parent members to assist it with carrying out its functions. The number of parent members on the Parent Council must always be greater than that of the co-opted members
 2. Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership. Co-opted members can step down at any time, notice of which should be given at a council meeting.
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4. COMMUNICATION

1. The Parent Council is accountable to all parents and the school. Regular and clear communication will be given to the parent body as and when necessary. An end of year report will be produced at the AGM.
 2. All Parent Council communication that has been sent to the parent body through the school emailing system should be approved by the Head Teacher.
 3. All outgoing communication from the Parent Council, Fundraising group and any sub groups should be approved by the Chair or Vice Chair of the Parent Council before being issued.
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5. MEETINGS

1. The Parent Council can meet monthly during term time, or more regularly depending on events being organised, or projects being worked on.
2. 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 date, time and place of the meeting(s).
3. Meetings of the Parent Council shall be open to all parents, 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 can attend. All parents attending meetings are required to adhere to any codes of conduct laid out by the council with regard to council meetings.

4. Copies of the minutes of all meetings will be added to the school website which will make them accessible to all parents and teachers.
 5. The parent council can invite any individual or group to join meetings if they are deemed necessary. Invited guests are not council members and can only participate in meetings they are invited to. Invited guests do not have a vote on the council.
 6. The chair of the Parent Council will normally Chair the meetings, but in his/her absence the Vice-Chair will Chair the meetings.
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6. SPECIAL MEETINGS

1. Parents at the school (who are not Parent Council members) may request a special general meeting to discuss issues falling within the Council's remit by having 12 or more parents approach parent council representatives; the Parent Council shall arrange this.
 2. The Parent Council shall give all parents, teachers and council members at least 2 weeks' notice of the special general meeting and its content.
 3. The Parent Council may only be dissolved at a Special General Meeting. In order to do this, the Parent Council needs to disband. A note should be sent to all PC members (all parents and teachers at the school) inviting them to a meeting. This note should be sent out with approximately two weeks' notice and should advise people that the proposal is to disband the group at that meeting. As long as everyone has been informed of the meeting and given the opportunity to attend, the decision can be made by those who actually turn up.
 4. Should the Parent Council cease to exist, any remaining funds will be passed to the School for the benefit of the children at the School.
 5. The Headteacher should inform the Parent Forum how the funds have been spent.
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7. BANK ACCOUNT & MONEY

1. The chair, the vice chair and the treasurer will be responsible for managing the bank or building society account in the name of the Parent Council. They are also the name signatories on the account. Withdrawals will require two signatures of the signatories. The treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual General Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
 2. Funds should be used for assisting in the provision of facilities for education at the School which may not normally be provided by the Local Education Authority.
 3. Approval of distribution of funds will be carried forward by a majority vote of eligible voters who are present at the meeting. There must be a minimum of 8 members present at a meeting for a vote to be allowed.
 4. The Treasurer is responsible for keeping separate records of income and expenditure for the fundraising group.
 5. The bank may ask to see a copy of your constitution.
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8. VOTING

1. Each member of the group shall have one vote and resolutions shall be passed by a simple majority vote. Votes will be cast by those present at the meeting.
2. Staff associated with the school are not allowed to vote on any Parent Council matters. The exception to this is if a staff member is also a parent and is present at the meeting *as a parent*, not a staff member. In this situation, they can vote.
3. The Head Teacher is an advisor to the Parent Council and therefore cannot vote on any matter within the Parent Council.
4. The Chairperson shall have the casting vote which should only be used in the event of a tie.

5. Anyone attending a meeting that is not a Parent Council member does not have a vote at that meeting.
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9. AGM

1. The Annual General Meeting (AGM) shall be held in at the end of the School academic year (June). The Parent Council are in charge of calling this meeting. The notice calling the meeting shall be sent to the members of the PC and the Parent forum (all Parent's and Carer's of the Nursery and School) with at least two weeks in advance. The business shall include: -
1. The Chair's report of the work of the PC
 2. Treasurer's report and approval of the accounts
 3. Head teacher's report
 4. Election of committee members to serve on the PC
 5. Raise any previously submitted matters from the Parent Forum
 6. All sub-groups of the Parent Council must submit a brief note of its activities to be included in the Chair's AGM report
2. At the AGM voting shall be on the basis of one vote per parent/full PC Committee member present at the meeting. There needs to be a minimum of eight present at the meeting to hold an AGM.
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10. SUB-GROUP

1. All sub-groups must remember that they are members of the Parent Council and must follow the rules of the Parent Council.
 2. All sub-groups come under the "umbrella" of the Parent Council Connect public liability insurance (this is part of the Connect annual membership).
 3. All sub-groups should report with an update to every Parent Council meeting either verbally or in writing.
 4. If someone has a complaint against a sub-group then it is the responsibility of the Parent Council to deal with this.
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11. FUNDRAISING GROUP

1. Purpose
 - a. To raise funds to provide and assist in the provision of facilities for education at the School which may not normally be provided by the Local Education Authority.
2. Membership
 - a. Will made up of a mix of parents/carers and staff associated with the School.
 - b. The number of members of the group should be between four to twelve.
 - c. The group must have a minimum of four Parent Council committee members, one of which is recommended to be the Chair or Vice Chair of the PC.
 - d. Other members of the group do not have to be on the Parent Council Committee but they will not be able to vote on PC matters.
 - e. Parent Council committee members within this group should attend PC meetings. Other non-committee members of this group do not have to attend the main PC meetings.
 - f. The group must report back at the meetings in person and a written report for the AGM.
 - g. This group will work independently like the other sub-groups of the Parent Council and arrange their own planning meetings which the Chair of the Parent Council must be invited to and informed that the meeting is going to take place.

- h. All fundraising ideas and activities should be presented in a fundraising group update at each Parent Council meeting.
 - i. The sub-group will not decide independently as to how the funds are spent. This will be done through a majority vote of Parent Council committee members at a meeting. Members of the fundraising group who are not committee members will not be able to vote on how funds are used.
3. Finance
- a. The Parent Council treasurer is responsible for recording the finance of the group.
 - b. The group will not have its own bank account, cheque book or bank card.
 - c. The purchase of any supplies or equipment to run fundraising activities should be put to the Parent Council Committee for approval.

12. FACEBOOK

- 1. The Facebook page is only for parents and carers of children currently at the nursery and the school.
- 2. The Parent Council is responsible for running the "Carrick Knowe Parents" Facebook page.
- 3. The admins of the Facebook group are; the chair, the vice-chair, one other nominated and approved member of the Parent Council.
- 4. Members of the group are not allowed to advertise their own businesses.
- 5. Members are allowed to recommend and share posts that are directly relevant to children and families.
- 6. In order to receive approval to join the group, all new members must answer the membership questions.
- 7. Any posts and comments which are inflammatory, libellous or slanderous will be removed. The admins are responsible for informing individuals if their comment is removed. If a member has to be warned three times about inappropriate comments, they will be removed from the group.
- 8. All school correspondence relating to the whole school (not individual years) should be posted on the Facebook page.
- 9. All Parent Council related information should also be posted on the Facebook page e.g. meeting invitations, agenda, minutes etc.

13. THRIFT SHOP

- 1. A member or members of the Parent Council committee needs to be nominated and approved to run the thrift shop.

14. CHILD PROTECTION

- 1. Any events run by the PC and fundraising group that involves any contact with children, the group will follow the School's existing Child Protection policy.

15. GENERAL DATA PROTECTION REGULATION (GDPR)

- 1. The Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.
- 2. To ensure your personal data is kept safe at all times, email accounts are password protected. The main Parent Council email account (ckparentscouncil@gmail.com) is only accessed by the Chair, the Vice-Chair, and the Secretary. The password will be changed if a new person takes on any of these roles.
- 3. You can ask to be removed from the contacts list as any time by emailing the parent council.

4. Year Reps email passwords are created by each individual Rep and should not be shared with anyone else.
 5. You must ask for consent to use parent's, carer's, staff member's etc., contact details. They must be informed as to how you will use these details, and inform them what you will send them. Consent can be withdrawn at any point.
 6. All correspondence from the Parent Council must contain the following statements (usually at the bottom of the document): "To ensure your personal data is kept safe at all times, email accounts are password protected. You can ask to be removed from the contacts list as any time by emailing the parent council."
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16. INSURANCE

1. The City of Edinburgh Council automatically purchase 3* membership with Connect on an annual basis. This includes public liability insurance, personal accident insurance, fidelity guarantee and money insurance and employer's liability insurance.
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17. AGENDA

1. Requests for agenda points should be made two weeks before a meeting.
 2. The final agenda should be sent out to the committee and the Parent Forum one week before the meeting.
 3. AOB should be on the agenda.
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18. MINUTES

1. The secretary is responsible for taking the minutes. In their absence, someone else present at the meeting will be required to undertake this task.
 2. A draft of the minutes should be sent to the Parent Council committee for approval, by at least two members, before they are shared with the Parent Forum.
 3. The minutes should be added to the Parent Council section of the school website.
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20. CHANGES TO THE CONSTITUTION

1. Changes or additions to the constitution must be made at an Annual General Meeting (AGM) or an Emergency General Meeting (EGM) which is called for the purpose of changing the constitution.
2. Any changes to the constitution should be presented to the Parent Forum, who will then have three weeks to make comment on or dispute the change to the Chair of the Parent Council.
3. After these matters have been dealt with, the changes to the constitution must be approved by at least two-thirds of the Parent Council committee.
4. The constitution should only be updated as and when required.
5. The constitution does not need to be signed or witnessed but there needs to be a clear record in the minutes that it has been approved.

All attached support documents to the constitution can be changed or amended at a normal Parent Council meeting with a majority vote.

A copy of this constitution should be emailed to the School office, the City of Edinburgh Council, and attached to the Parent Council Facebook page.

Attached Constitutional Supporting Documents

Chair

- Arrange yearly PC meeting dates (in May/June) with Head Teacher.
- Complete lets application form for meetings & submit via the school Business Manager.
- Arrange update meetings with Head Teacher (1 week prior to PC meeting) to discuss and agree agenda. (Vice chair and/or secretary to also attend?)
- Email agenda points to secretary (if secretary not present at meeting with HT)
- Chair the Parent Council meetings.
- Communication between chair & secretary regarding final agenda points e.g. AOB & apologies.
- Help the school with any matters that arise over the year.
- Attend City of Edinburgh run parent groups e.g. North West Locality meeting.
- Periodically check the Parent Council email account & ensure any emails received have been seen by/forwarded to the relevant people.

Vice Chair

- Support the chair in all of the above.
- Chair the Parent Council meetings if the chair cannot attend.

Secretary

- Email everyone in the 'PC meetings' email group from PC email account (ckparentscouncil@gmail.com) around 2 weeks before the meeting asking for agenda points & AOB.
- Create agenda from list of agenda points given to you by Chair. This should be emailed to everyone in the 'PC meetings' email group 1 week before the meeting.
- Bring printed copy of the agenda to the meeting & photocopy at the school so everyone has access to it.
- Ensure any AOB points received in the PC email account have been passed to the Chair.
- Take minutes & record those present at the meeting & send these to Chair, Vice Chair & Head Teacher for them to check there's no omissions.
- Email final minutes to 'PC meetings' email group within a week of the meeting.
- Where new parents attend the meeting, welcome them & take their name & email address to add to our contacts list. Add their email to 'PC meetings' list & also forward to the relevant year rep.
- Periodically check the Parent Council email account & ensure any emails received have been seen by/forwarded to the relevant people.

Treasurer

- Have a clear & accurate bookkeeping system that records any money received & how the money is spent. (Already set up.)
- Maintain the bank account. This includes changing the three Office Bearer authorised signatories, when necessary. (Usually when posts change.)
- Manage each transaction involving the withdrawal of funds (cheque issue) ensuring each is signed by a minimum of two authorised signatories to the bank account. (Treasurer, chair, secretary.)
- Produce a report each meeting, stating money paid into, or out of, the account since the last meeting. (Template provided.)
- Advise on the amount of money available for the group's work & warn of any excess expenditure.
- Produce yearly accounts (template provided) & have them audited independently & checked with the chair.

Facebook

- Post all information on behalf of the Parent Council & school.
- Monitor the Facebook page (with other admins), making sure everyone stays within the rules.
- Approve/decline requests to join the Facebook group (with the other admins).
- Create an event inviting everyone to the PC meetings (1 week before it is due to take place).
- Post the following;
 - information the PC wants to let everyone know about
 - letters given out to the whole school
 - reminder about milk money due dates & amount
 - holiday dates & reminders nearer the time
 - school calendar at the start of each term
- Reminders of school holiday dates
- Carrick Knowe School calendar at the start of each term.
- Any information the school wants to advertise.
- Reply to comments if you know the answer (normally from previous letters sent out)
- Find out answers to questions/queries people have from the school but not personal ones.
- DO NOT post your own personal views or opinion. You are ALWAYS posting/commenting as a member of the Parent Council.

Year Rep

- For new reps appointed, send a communication to parents in your year, introducing yourself & explaining your role.
- Near the beginning of the new school year, meet with the teachers for your year group & agree how you can be involved/help.
- At year group parent assemblies, try to gather parent email addresses.
- Prior to each PC meeting, send an email asking for agenda points & then send the final agenda.
- To attend Parent Council meetings.
- Give feedback at PC meetings on any matters you are working on as a rep.
- After the PC meeting, complete any actions given.
- Email the minutes to year group.
- Send any other year group specific emails e.g. up-coming events, requests for parent helpers etc.