

Torrance Primary School Parent Council

1. This is the constitution for Torrance Primary School Parent Council.
2. 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; and
 - d. 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.
3. The membership will be a minimum of three parents of children attending the school. The maximum size is six parents.
4. On its establishment, any parent of a child at the school may volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the maximum number of members allowed in the constitution, members will be selected by a ballot of the members of the Parent Forum. Thereafter, members of the Parent Council will be selected at the AGM each year and may be reselected.
5. The Parent Council may co-opt up to two additional members from school staff and the local community to assist it with carrying out its functions. Co-opted members do not require to be parents of children at the school.
6. The Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation. Thereafter, office bearers will be selected by the Parent Council on an annual basis at the first meeting after the AGM (and may be reselected). The office bearers must be parents of children attending the school. If the child ceases to be a pupil of the school, or if the office bearer is for any other reason unable or unwilling to continue in that role, a new office bearer will be agreed at the next meeting, and the office bearer may continue to exercise their functions until that meeting.
7. The Parent Council is accountable to the Parent Forum for Torrance Primary School (i.e. all the parents of children attending the school). The Parent Council will make a report to the Parent Forum at least once a year on its activities.
8. If 15 or more parents of children at the school request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this within 3 weeks of receiving the request. The Parent Council shall give all members of the Parent Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

9. The annual general meeting (AGM) will be held in April of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - a. a report on the work of the of the Parent Council and its sub-committees;
 - b. selection of the new Parent Council;
 - c. discussion of issues that members of the Parent Forum may wish to raise; and
 - d. approval of the accounts.
10. The Parent Council will meet at least once in every school term. If a vote is necessary to make a decision, each member at the meeting will have one vote, with the chair having a casting vote in the event of a tie. A quorum will be two members.
11. Copies of the minutes of all meetings of the Parent Council will be available to all parents of children at Torrance Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council.
12. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it unanimously considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher or their representative may attend.
13. The Treasurer shall open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawal of funds will require the signature of the Treasurer or the Chair and at least one other Parent Council member. 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 Meeting. The Parent Council is responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
14. It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.
15. The Constitution of the Parent Council may be altered by a simple majority of those present and voting at an AGM or special general meeting. The proposed alterations must be sent to all members of the Parent Forum at the same time as notice of the AGM or special general meeting is sent.
16. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used solely and exclusively for the

benefit of Torrance Primary School (or, if the school no longer exists, for the benefit of any public school attended by children of primary school age in Torrance).

17. In this constitution:

- a. "parent" has the meaning assigned to it in s.135 of the Education (Scotland) Act 1980;
- b. "Parent Council" has the meaning assigned to it in s.5(2) of the Scottish Schools (Parental Involvement) Act 2006; and
- c. "Parent Forum" has the meaning assigned to it in s.5(1) of the Scottish Schools (Parental Involvement) Act 2006.