



## THE ROYAL HIGH PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

1. This is the constitution for The Royal High Primary School Parent Council.
2. Throughout this document reference to 'parents' is to be read as parent, carer, guardian and any other person with parental responsibility for a child who attends The Royal High Primary School or it's associated nursery.

### **Objectives**

3. The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all children and parents.
- To promote partnership between the school, its pupils and all its parents.
- To promote partnership between the school, the Portobello High School, and the High School's constituent cluster primary schools.
- To promote partnership between the school and the wider community.
- To develop and engage in activities which support the school in relation to the education and welfare of the pupils.
- To support the school in its work through fundraising, buying equipment, running events, etc.
- 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.

### **Remit**

4. The remit of the Parent Council is:

- To act as a bridge between parents and the school on a range of issues which impacts across the interests of parents and pupils. The Parent Council will not become involved in issues of a personal or individual nature – which rightly are a matter between the parent and the Head Teacher.

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### Membership

5. The Parent Council will comprise a minimum of 4 parents of children attending the school. The upper limit is 24 parents. Representation is sought from each class from Nursery to P7, thus giving a good representative cross section of parents.

6. The Head Teacher is an advisor to the Parent Council and has a standing invitation to attend all Parent Council meetings.

7. The Parent Council shall have up to four Office Bearers e.g. Chair, Vice- Chair, Secretary/Clerk and Treasurer. The Office bearers will be elected by the Parent Council on an annual basis at the Annual General Meeting. In the event of an office bearer leaving office during the school academic year the relevant position will be decided by election by those present at the first Council meeting immediately after the office bearer has left office.

8. The Clerk to the Council will not be a member of the Parent Council and is entitled to claim an allowance, set by the local authority, for a maximum of 6 Parent Council meetings in any financial year.

9. Representatives from the following groups may be invited to join, or to attend, Parent Council meetings:

- RHPS Teaching Staff (one or two members of staff will be asked to attend regularly as staff representatives)
- RHPS Non-teaching Members of Staff o RHPS Nursery Staff o RHPS Breakfast Club Staff o RHPS After School Club Staff o RHPS Pupil Representatives o City of Edinburgh Council Representatives o Other Community and Business Organisation Representatives

10. The Parent Council may invite such groups or individuals as considered necessary to attend Council meetings from time to time.

### Selection onto the Parent Council

11. Any parents of a child at the school can volunteer to be a member of the Parent Council. The Parent Council members will be appointed/re-appointed each year at the Annual General Meeting subject to their period on the Council coming to an end when their youngest child at the school leaves the school. All the parents of children at the school can take part in the selection by attending the AGM.

12. Any shortfalls in the make up of the Parent Council will be made up by subsequently calling for volunteers – say, from an unrepresented year group – and

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then selecting/approving their membership by the then existing Council members.

13. In the event that number of volunteers exceeds the number of places on the Parent Council, council members will be selected by drawing lots. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.

14. The Council may co-opt onto the Council anyone at any time to suit any particular circumstances, to assist it with carrying out its functions.

The business of the Council will not be invalidated by any defect in the election, appointment, co-option or qualification of any member

### **Sub-Groups**

15. The Parent Council may form sub-groups to take forward any particular issue(s). Members of these sub-groups may be drawn from the Parent Forum as a whole, and may also include co-opted members. All sub-groups will report to the Parent Council on their activities. The membership of the sub-group will be a minimum of four parents of children attending the school, with no maximum size. The number of parent members on the subgroup must always be greater than the co-opted members.

### **Conduct of Parent Council Members**

16. 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 parent council members agree. Termination of membership would be confirmed in writing to the member. Terminated members would have the right of appeal. This would be heard by an office bearer plus two parents selected from the wider parent forum. Appeals should be notified within 14 days and hearing should be heard within 28 days.

### **Accountability**

17. The Parent Council is accountable to the Parent Forum for The Royal High Primary School and will make a formal report to it at least once each year on its activities on behalf of all the parents.

18. The Parent Council will aim to use all available means of maintaining a regular flow of communication with Parent Forum members, including newsletters, parent evenings, Parent Forum discussion meetings, e-mail and a dedicated section on the

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School website.

19. The Parent Council will work in close partnership and keep both the school and the City of Edinburgh Council fully informed as to the Parent Council's activities and priorities.

### **Meetings**

20. Any member of the Parent Forum will be welcome to attend any Parent Council meeting and to participate in the meeting as though they were a full regularly attending member of the Parent Council in all respects other than that they will not be able to vote.

21. All Parent Council meetings are considered to be public meetings other than when the Parent Council will be discussing an issue which it considers to be confidential, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.

22. 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.

23. For a meeting of the Parent Council to be valid a quorum of no less than 3 full regularly attending parent members will be required.

### **Ordinary Meetings**

24. The Parent Council will meet at least once in every school term. Dates of ordinary meetings should be notified to the Parent Forum at the beginning of each school year where possible.

### **Additional Meetings**

25. Any 3 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 two week's notice (where possible) of date, time and place of the meeting.

### **Annual General Meetings**

26. The Annual General Meeting will be held at the end of the academic year in May/June each year (commencing 2015). A notice of the meeting including date, time, and place will be advertised on the school website and sent to all members of

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the Parent Forum at least two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its sub-groups
- Head teacher's annual report to the Parent Forum
- Selection of the new Parent Council
- Annual Review of the Parent Council's constitution
- Discussion of issues that members of the Parent Forum may wish to raise
- Financial report and agreement of the accounts
- Agreement to the selection of an independent person (outside of Parent Council members) to audit the accounts.

### **Special General Meetings**

27. If 15 members of the Parent Forum request a special general meeting be held to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least 2 week's notice of date time and place of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

### **Proceedings**

28. The proceedings of any Parent Council meeting will not be invalidated by any accidental omission to give notice of the meeting to a member, to or non- receipt of notice of a meeting by a member.

### **Minutes of meetings**

29. Copies of the minutes of all meetings will be available to all parents of children at The Royal High Primary School and to all teachers at the school. Copies will be available on the Parent Council section of the school website.

### **Finance**

30. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council Office Bearer or member.

31. 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

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the year ended 31st March to the Annual Meeting. The Parent Council accounts will be independently reviewed annually by an independent person.

32. The Parent Council shall be responsible for ensuring that all monies received through fundraising, grants, gifts or other means are used in accordance with the objectives of the Parent Council.

### **Alterations to the Constitution**

33. Any substantial amendments to the constitution should be agreed by the Parent Council following consultation with the Parent Forum.

34. Minor changes can be made to the constitution following agreement by not less than two thirds of the membership of the Parent Council during the school year. Details of such changes should be notified to the Parent Forum at the next Annual General Meeting.

### **Dissolution**

The Parent Council will be dissolved if:

- Insufficient parents volunteer to become members of the Council ; or
- If the Parent Forum decides that it does not require a Parent Council to exist.
- Should the Parent Council cease to exist, any remaining funds and assets will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.