

Currie Primary School - CONSTITUTION

Amended October 2024

1. Name

The Parent and Carer Council shall be known as the Currie Primary Parent and Carer Council (often simply referred to as the PCC).

2. Aims

Currie Primary Parent and Carer Council works in active and effective partnership with the school. This group provides parents/carers the opportunity to engage with the school and local authorities on matters that are important for the learning and development of our children.

We support the school in developing strong partnerships between school and home to help our children excel in their development by engaging in activities which support and advance the education of pupils attending the school.

The Parent and Carer Council works in conjunction with the school to promote equality and fairness and abides by the school mission, vision and values.

3. Powers

The Parent and Carer 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/parents/carers of pupils at the school.

4. Membership

The membership of the Parent and Carer Council consists of parents/carers of children attending Currie Primary School. The minimum parent membership at each meeting should be no less than 6 parents/carers which would ideally comprise elected office bearers and representatives of as many year groups as possible. Meetings are open to all parents to attend.

5. General Meetings

The Annual General Meeting (AGM) shall normally be held in the Summer term each year, normally May or June. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:-

- a) the work of the Parent and Carer Council (often as reports from the Chair and the Treasurer)
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) election of members to serve on the Parent and Carer Council

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

The quorum for the AGM will be 6 (six) parents/carers.

The Parent and Carer Council or (any number) of the Parent Forum shall have power to call an Extraordinary General Meeting. In order for this to happen there would need to be a minimum of 10 (ten) parents/carers attending.

6. Parent Council Office Bearers

Office Bearers of the Parent and Carer Council shall be appointed at the AGM. They shall be elected for an initial two-year term and will be eligible for re-election. Parents/carers shall always form the majority of the Parent and Carer Council.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent and Carer Council at the end of the AGM.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent and Carer Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights. If the Headteacher is unable to attend they may send a representative. The meeting can still go ahead if neither the Headteacher nor a representative can attend.

The Parent and Carer Council may co-opt up to two people to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Co-opted members can be anyone the Parent and Carer Council feels would benefit its workings, such as parents/carers whose children have now left the school or local community members.

Each parent/carer member of the Parent and Carer Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie. In the event of the Chair being held by two parents/carers (ie co-Chairs), the vote is one for the role of Chair, not one for each co-Chair.

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.

An Office Bearer of the Parent and Carer Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent and Carer Council. In this case an EGM would be called to elect a replacement.

7. Ordinary Meetings

Meetings of the Parent and Carer Council shall be held as required and there will usually be five meetings in a school session, including the AGM. Additional meetings can take place if required.

At all ordinary meetings of the Parent and Carer Council 6 shall form a quorum.

A Quorum is only valid if all the Parent and Carer Council committee members have been informed of the meeting and sent notice of the items of business in advance.

All Parent and Carer Council ordinary meetings shall be open to members of the Parent Forum.

8. Finance

The funds of the Parent and Carer Council shall be lodged in a bank, building society or other account in the name of the Currie Primary School Parents Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent and Carer Council members and in situations where this is not possible, a minimum of two Office Bearers will approve transactions with an appropriate record kept.

Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent and Carer Council. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM. This individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a parent of a child currently attending the school, or related to a current Office Bearer of the Parent and Carer Council and who is 'independent' from the PC.

The Treasurer will report on finances at every meeting.

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

9. Conduct

If a parent or carer attending any Parent and Carer Council meeting in any capacity (office bearer, representative or parent) conducts themselves in a way that is not within the aims/objectives of the Parent and Carer Council or brings the Parent and Carer Council into disrepute, they will be asked not to attend future meetings.

10. 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 all parents/carers present.

11. Dissolution

In the event that the Parent and Carer Council ceases to exist, any remaining funds pass to the PTA or the School.