

NAME

Eastertoun EYC & Primary School Parent School Council

AIMS

- a) To promote effective relationships and communication between school and parent/carers
- b) To explore and discuss matters of mutual interest relating to the education and welfare of school pupils
- c) To engage in activities that support the education of pupils attending the school

POWERS

The Parent School 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.

NUMBER OR MEMBERS

The Parent School Council will seek to have members that represent each stage from the EYC to P7. The minimum number of people on the PSC would be six.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September of each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:-

- a) the work of the Parent Council
- b) election of members to serve on the Parent Council
- c) update from the school
- d) any agenda items submitted by the Parent Forum

At all general meetings, voting shall be on the basis of one vote per Parent Council member present at the meeting.

At all general meetings the quorum shall consist of six people.

The Parent School Council or six PSC members shall have the power to call an Extraordinary General Meeting.

PARENT SCHOOL COUNCIL MEMBERSHIP

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

The Office Bearers will be Chairperson, Vice Chairperson, Secretary, Vice Secretary and Treasurer. The office bearers will be elected by the Parent Council at the AGM.

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

Each member of the Parent School 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.

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 member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent School Council.

MEETINGS

Meetings of the Parent School Council shall be held as required. At all meetings of the Parent School Council six people shall form a quorum.

All Parent School Council meetings shall be open and any member of the Parent Forum may attend.

FINANCE

The funds of the Parent School Council shall be lodged in a bank, building society or other account in the name of the Parent School Council. Cheques shall be drawn or withdrawals made against the signatures of at least one named Parent School Council member and a member of school staff.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent School Council and will share the accounts at PSC meetings.

The Parent School 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 School Council.

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 School Council ceases to exist any remaining funds passes to the school to use for the benefit of the school and its pupils.