

Carron Primary Parent Council

Constitution

Updated September 2025

This is the constitution of Carron Primary Parent Council.

Throughout this constitution the term 'parent' is as defined in the Education (Scotland) Act 1980 and includes guardian or any other person who has parental responsibilities.

Objectives

The objectives of the Parent Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents
2. To promote partnership between the school, its pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. 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.

Membership

The membership will include a minimum of three parents of children attending the school. The maximum size will include twenty parents of children attending the school. The head teacher (or nominated representative) also has a right and duty to attend Carron Primary Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be reviewed annually.

Any parent(s) 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, a proposal to increase the maximum number of parents set in the constitution will be made. Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join the Parent Council at any time to fill existing parent vacancies. A least one parent member of the Parent Council may also be a member of the PTA to encourage good communication links and minutes of Parent Council meetings should be sent to the PTA Chair.

The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. These additional members may be drawn from the school staff or the wider local community. The staff member cannot be a member of the school management team. The number of parent members on the Parent Council must always be greater than co-opted members.

The requirement for co-opted members will be reviewed annually.

Should a vote be 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.

Relevant local Councillor(s) may be invited to attend meetings by the Chair or Vice Chair or at the request of Parent Council members. They will be advised of all meeting dates each year.

Office Bearers

The Chair, Vice-Chair and Treasurer of the Carron Primary Parent Council will be appointed by Parent Council members immediately following its formation. Office bearers will volunteer for the office bearing positions. Office bearers will normally serve for three years. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Parent Council will be chaired by a parent of a child attending Carron Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. Normally the Vice-Chair will assume the role of the meeting Chair on a temporary basis until a new Chair is appointed.

The Parent Council may wish to appoint a Clerk who will be paid to carry out his / her duties.

Contact details of office bearers and the Clerk, where appointed, will be sent to Falkirk Council Education Services.

Annual Meeting

The Annual Meeting will be held in the Autumn Term of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum reasonably in advance of the meeting. The meeting will include:

- A report on the work of the Parent Council
- Selection of the new Parent Council members and Officer Bearers
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

General Meetings

The Carron Primary Parent Council will meet at least once every school term unless additional meetings are required to discuss specific topics.

A notice of when the meetings are to take place will be included in the school newsletter and posted on a noticeboard at the school.

If 10% of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two week's notice of date, time and place of the meeting and notice of matters to be discussed.

Any four voting 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 date, time and place of the meeting.

If a parent 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 members agree. Termination of membership would be confirmed in writing to the member. The Chair will have the right to eject anyone from a meeting for disruptive behaviour.

Meetings of the Parent Council shall be open to the public, 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 and the Head Teacher, or his or her representative, can attend.

The quorum for a General Meeting shall be three parent members.

Minutes of Meetings

The Chair will produce the agenda, in consultation with the Head Teacher, and it will be circulated to all members of the Carron Primary Parent Council reasonably in advance of the meeting.

Copies of the approved minutes of all meetings will be available on the school website. Minutes are approved at the following meeting of the Parent Council.

A copy of the agreed minutes will be sent to Falkirk Council Education Services.

Finances

The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. At least three approved signatories will be nominated by the Parent Council and withdrawals will require the signature of any two approved 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 Meeting. The Parent Council accounts will be audited by an auditor nominated by the Treasurer to the Parent Council. At the first meeting of the new term the Parent Council will confirm the accounts have been audited, the Chair will sign the appropriate documentation for submission to Falkirk Council, and the Parent Council will ensure a minimum of 20% of the funds remain in the account and decide what to do with surplus monies.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Changes to the Constitution

The constitution will be changed when deemed necessary by the majority of Carron Primary Parent Council members. The Parent Forum will be consulted on any proposed change.

Dissolution of Parent Council

In the event that the Parent Council ceases to exist any remaining funds should be returned to the local authority to be distributed for the benefit of the children at the school, where this continues.