

From mountain to sea

Kemnay Primary School

Aberdeenshire Parent Council Constitution

This is the Constitution for Kemnay Primary Parent Council (known as Kemnay School Parent Group (KSPG)) as provided for in the Scottish Schools (Parental Involvement) Act 2006.

Supporting the work of the school, for the benefit of all its pupils.

Definitions

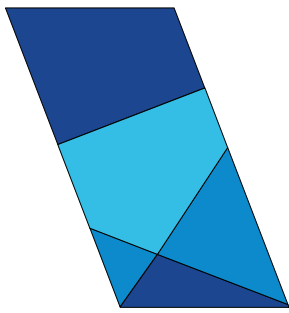
- a) In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*
- b) Parent Forum – all parents of children attending Kemnay School*
- c) KSPG – a group of parents selected by members of the parent forum to represent all the parents of Kemnay School*

1. AIMS AND OBJECTIVES

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
2. To promote collaborative working between parents, families and the school
3. To develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes (including through fundraising activities).
4. To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.

2. MEMBERSHIP

1. Kemnay Primary School parents from the parent forum shall be elected to form the KSPG
2. Parents shall always form the majority of the KSPG.
3. Any parent of a child at the school can volunteer to be a member of the KSPG. This will be done by post, text/email during August/September. This will be co-ordinated by the current KSPG. Parents will have 2 weeks to note their interest.
4. In the event that the number of volunteers exceeds 12, members will then be selected by the number of votes received during a voting process held at least 2 weeks prior to the AGM.
5. The result of the elected members of the KSPG shall be announced at the AGM.
6. They shall be elected for a one year term and be eligible for re-election. In the event of a tie either lots will be drawn or names drawn from a hat
7. The KSPG may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.
8. The KSPG may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks



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3.CO-OPTED MEMBERS

1. The KSPG may co-opt up to 4 persons to help carry out its functions.
2. Two-thirds of the KSPG will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school.
3. Co-opted members can be drawn from school staff on a voluntary (and rotational) basis and the wider community. The co-opted members will serve for one year after which time the KSPG will review and consider requirements for co-opted membership.
4. Co-opted member(s) will not have voting rights on the KSPG.

4. OFFICE BEARERS

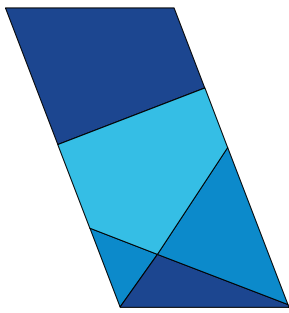
1. Office bearers will be elected by members of the KSPG and can be: Chair, Vice Chair, Treasurer, Secretary and such others as may be deemed necessary.
2. All Office bearers and the Head Teacher will become trustees of the charitable organisation.
3. The KSPG will be chaired by a parent of a child attending Kemnay Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
4. Office bearers will be elected by the KSPG at the AGM. At this point the previous committee will cease, and the new committee commence. They shall be selected for a one-year term and will be eligible for re-election.
5. Each office bearer shall be a parent of a child attending Kemnay Primary School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next KSPG meeting.

5. TREASURER

1. The treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the treasurer and or one other office bearer and or a member of the school SMT (Senior Management Team).
2. The treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each KSPG meeting and a full account for the AGM. The KSPG accounts shall be independently examined annually.
3. The KSPG shall be responsible for ensuring that all monies are used in accordance with the objectives of the KSPG.
4. Should the KSPG cease to exist, any remaining funds will be used for the benefit of Kemnay Primary School.

6. TERMINATION OF MEMBERSHIP

1. If a member of the KSPG acts in a way that is considered by fifty percent of the KSPG members to undermine the objectives of the KSPG, their position as a member of the KSPG shall be terminated after an EGM is held with only KSPG members invited to vote on such.
2. Termination of office shall be confirmed in writing to the member.



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7. MEETINGS

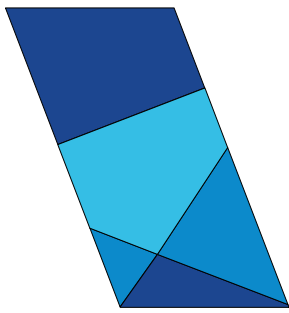
1. The KSPG will meet at least once in every school term.
2. The quorum for each meeting will be five, one of which will be the Chair or Vice Chair.
3. Any member of the Parent Forum may attend meetings of the KSPG.
4. The Head Teacher/Depute Head Teacher has a right and a duty to attend meetings or be represented by another member of staff. The Head Teacher/Depute Head Teacher attends meetings in an advisory capacity. The Head Teacher has voting rights unless there is a conflict of interest at the KSPG/Parent Forum.
5. A member of the KSPG failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the KSPG.
6. Should fifty percent of the KSPG or Forum request that an additional meeting be held, all members of the KSPG/Forum will give/be given reasonable notice of date, time and place of the meeting.
7. Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of the KSPG and the Head Teacher.
8. Items for the agenda should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
9. The secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all parents of children at Kemnay Primary School. This can be viewed from the KSPG notice board at Kemnay Primary / the KSPG Facebook page or by email request to the chairperson. KSPG may choose to set up their own website/facebook page but this should not be the only method of communicating with parents.

8. ANNUAL GENERAL MEETING (AGM)

1. The AGM will be held annually during September / October.
2. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum (including new P1 parents and nursery parents).
3. The meeting will include:
 - a) A report on the work of the KSPG.
 - b) A report on the work of any sub-groups.
 - c) A report on the accounts.
 - d) Discussion of issues that members of the council may wish to raise as intimated in the notice of the meeting.
 - e) Approval of the accounts and appointment of the independent examiner.
 - f) Announcement of new members of the KSPG. Where volunteers exceed the maximum committee membership of 12, a voting selection will be offered by post, text or email during August/September. Parents will have two weeks to vote for their representatives.
4. Parents will have at least two weeks to note their interest in being on the committee before the AGM is held.

9 EGM

1. An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called by a KSPG member (if approved by the majority of **voting KSPG members.**)



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10 CONFIDENTIALITY

1. The work of the KSPG will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum.
2. Matters relating to issues of a confidential nature will not be recorded in an 'open' minute, but will be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.
3. Data held as part of the KSPG's work should be held under appropriate GDPR (EU) 2016/679 guidance
4. Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at KSPG meetings.

11 CONSTITUTION

1. The constitution may be changed after discussion at a KSPG meeting and obtaining consent from two-thirds of the members of the KSPG present at a meeting.
2. The Parent Forum will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

12 DISSOLUTION

Dissolution in the event that the KSPG ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.

24th September 2018 (Version 1)
Review date: September/October 2019