



Sgoil an Rubha

Parent Council Constitution

1. This Is the constitution for Sgoil an Rubha Parent Council
2. The objectives of the Parent Council are:
 - a. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
 - b. To promote partnership between the school, its pupils and all its parents.
 - c. To develop and engage in activities which support the education and welfare of pupils.
 - d. 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.
3. The membership will be a minimum of **seven** parents of children attending Sgoil an Rubha. The maximum number of parents will be **nine**.
4. The parent council will be selected for a period of **two years**, after which members may put themselves forward for re-selection if they wish. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event of the number of volunteers exceeding the number of places set out in the constitution, member will be selected by drawing lots.
5. The Parent Council may invite up to **two community members** to assist with carrying out its functions. Non-parent members will be invited to serve for a period of **two years**, after which time the Parent Council will review and consider requirements for non- parent membership
6. The Chair, Vice-Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation. A member of the Parent Council cannot accept remuneration for administrative services but any other member of the Parent Forum, or any non-parent member may be remunerated. Office bearers will be selected by the Parent Council on an annual basis at the annual meeting of the Parent Forum.
7. The Parent Council is accountable to the Parent Forum for Sgoil an Rubha and will make a report to it at least once a year. If two-thirds of the members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least **two weeks' notice** of the meeting and, at the same time, circulate note of the matter, or matters, to be discussed at the meeting.



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8. The Annual Meeting will be held at the beginning of September each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least **two weeks** in advance. The meeting will include:
 - a. A report on the work of the Parent Council and its committees.
 - b. Selection of the new Parent Council.
 - c. Discussions of issues that members of the Parent Forum may wish to raise.
 - d. Approval of the accounts and appointment of an independent examiner.
9. The Parent Council will meet at **least once in every school term**. Should a vote be necessary, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie. Any two 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 the date, time and place of the meeting. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, the other members should refer to the complaints section in the Parental Involvement Policy of the Department of Education.
10. Copies of the minutes of all the meetings will be available to all parents of children at Sgoil an Rubha and to all teachers and staff at the school. Copies will be available from the Secretary of the Parent Council and will be displayed on Sgoil an Rubha noticeboards and the school website.
11. Meetings of the Parent Council shall be open to the public, unless the Parent Council are discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head of School, or his/her representative may attend.
12. 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 member. 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 shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council. The accounts shall be aligned with the school year rather than the fiscal year.



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13. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposal.
14. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Sgoil an Rubha.