

## CONSTITUTION OF BALMUILDY PRIMARY SCHOOL COUNCIL

1. This is the constitution for the Parent Council of Balmuilty Primary School hereafter referred to as Balmuilty Primary School Council.
2. These are the objectives of the School Council:
  - To work in partnership with the school to create a welcoming school which is inclusive for all parents
  - To promote partnership between the school and all its parents
  - To develop and engage in activities which support the education and welfare of the pupils
  - 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 School Council will have a minimum membership of three parents of children currently in attendance at the school and a maximum number of twenty which would include co-opted members. Co-opted members shall not exceed one third of the membership of the council.
4. The School Council will be selected for a period of one year 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 School Council. Invitations will be sent out to parents to nominate themselves prior to the Annual General Meeting and selection would be confirmed at the Annual General Meeting of the School Council. Should the number of volunteers exceed the number of vacancies selection would be by names drawn out of a hat at the Annual General Meeting.
5. The School Council can if it wishes co-opt no more than one third of the membership of the Council. Co-opted members will be selected at the Annual General Meeting of The School Council and will serve for one year.
6. Office Bearers of the School Council will be selected by the council members on an annual basis. The School Council will be chaired by a parent of a child attending Balmuilty Primary School. If the child ceases to be a pupil a new chair will be agreed at the next meeting. The office bearers should consist of a chairperson and unless a paid clerk to the council is appointed by the council, there should be a secretary appointed from the members of the council
7. The Balmuilty School Council is accountable to the Parent Forum of Balmuilty Primary School and will make a report to it at least once a year on its activities on behalf of all the parents.  
If 40 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit the School Council shall arrange this. The School Council shall give all members of the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
8. The Annual General Meeting will take place in September of each year. A notice of the meeting including date, time and place of the meeting will be sent to all members of the Parent Forum at least two weeks in advance.

The meeting will include:

- A report on the work of the Balmuirdy School Council
- Selection of the new Balmuirdy School Council.
- Appointment of the Auditor and approval of the accounts (if applicable )

**9.** The Balmuirdy School Council will meet at least once per school term.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the chair having a casting vote in the event of a tie. No vote can be taken at a School Council meeting unless two thirds of the parent members are present. Any two members of the School Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of the date, the time, the place and the agenda of the additional meeting.

It is expected that School Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed, and advice would be sought from the local authority.

**10.** Copies of the minutes of all meetings will be available to all parents of children at I Balmuirdy Primary School and to all teachers at the school. Copies will be available from the Secretary or Clerk of the School Council and from the school office.

**11.** Meetings of the School Council shall be open to the public, unless the School Council is discussing an issue which it considers should be dealt with in a confidential basis. In such circumstances, only members of the School Council and the head teacher, or his or her representative, can attend.

**12.** The School Council may change its constitution after obtaining consent from a majority of members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

**13.** Should the Balmuirdy School Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school where this continues.