

Tipperty School Parent Council Constitution

1. This is the constitution for Tipperty School Parent Council
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents.
 - To promote partnership between the school, its pupils 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 membership will be a minimum of four parents of children attending the school. Best endeavours will be made to ensure that within this number each stage of the school is equally represented. The head teacher of the school, whilst not a member of the Parent Council, has a right and duty to attend or be represented at Parent Council meetings.
4. Any parent of a child at the school can volunteer to be a member of the Parent Council.
5. The Parent Council may set up sub-groups to help achieve the aims and objectives of this constitution. It may be desirable, for example, to set up groups to facilitate fund raising, communications, extra curricular activities and social events for pupils, parents and staff. Any member of the Parent Forum may be part of any groups set up by the Parent Council and the Parent Council shall endeavour to encourage as many parents as possible to participate.

One sub-group of parents and staff will meet once per term for a friendly chat and to discuss current issues.
6. The Parent Council may co-opt up to 4 members of staff and representatives from the wider community to carry out its functions. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of one year after which time the Parent Council will review and consider requirements for co-opted membership.
7. The Chair, Vice Chair, Secretary, Treasurer and Fundraisers of the Council will be agreed by the Parent Forum members. Office bearers will be reselected on an annual basis (at the annual meeting of the Parent Forum). The Parent Council will be chaired by a parent of a child attending Tipperty School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

In the absence of the Chair at any meeting, the role will be adopted by the Vice Chair. Parent Council members shall be eligible for re-election at each Annual General Meeting.
8. The Parent Council is accountable to the Parent Forum for Tipperty School and will make a report to it once each year.

If three members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, this shall be arranged giving at least two weeks notice and at the same time, circulate notice of the matter, or matters to be discussed at the meeting.

9. The Annual General Meeting shall be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parents Forum at least two weeks in advance. The meeting will include:
- a report on the work of the Parent Council and its committee(s).
 - selection of the new Parent Council
 - discussion of issues that members of the parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor

10. The Parent Council will meet at least once every school term with a quorum of at least four parent members.

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.

Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council be given at least one week's notice of 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, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.

11. Copies of the minutes will be sent to all parents, staff and co-opted members, as well as being displayed on the school and community notice boards.
12. 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.

For the avoidance of doubt it shall not be competent for the Parent Council to discuss issues of a personal nature concerning individual school pupils or members of staff.

13. 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 at least two Parent Council office bearers.

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 annually.

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

14. 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 amendment and given reasonable time to respond to the proposal.
15. Should the Parent Council cease to exist, any remaining funds will be passed to the school (or schools), where this continues.