

## **WALLACE HALL 2-18 PARENT COUNCIL**

### **CONSTITUTION**

1. This is the constitution for the joint Parent Council of Wallace Hall Primary School (and ELC), and Wallace Hall Academy, two legally separate schools, managed by one 'partnership' Head Teacher.
  
2. The aims and objectives of the Parent Council are:
  - to work in partnership with the school to create a welcoming organisation which is inclusive for all.
  - to promote equality and fairness
  - to promote close co-operation and partnership amongst the school staff, its pupils, and its parents.
  - to develop and engage in activities which support and advance the education and wellbeing of all pupils.
  - to identify, discuss and represent the views of parents on education provided by the school and other matters affecting the education and wellbeing of the pupils. (It should be noted that the Parent Council does not deal with individual specific parental matters; these should be addressed to the Head Teacher directly).
  - to inform and engage parents and carers.
  - to organise social and fundraising activities to support the school in its educational and extra-curricular work.
  
3. Parent membership will consist of a minimum of 7 parents of children attending the school. There should be a maximum size of 20 which at least 11 should be parents of pupils attending the school. Two members from the same family can be members of the Parent Council but they would only count as one member towards the minimum and maximum number. They would be entitled to one vote at any meeting.

4. The Parent Council members will be selected for a maximum period of two years, after which members may volunteer for re-selection if they wish.
5. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names in a way to which would encourage a good balance of parents from, ELC, Primary and Secondary. Anyone not selected to be a member of the Parent Council may be offered to be part of any sub-group set up by the Parent Council.
6. The Parent Council will also invite the Head Teacher, two Deputies from the Primary, one Deputy from the Academy and one Teacher Representative from the ELC, to attend full Parent Council meetings.
7. Additional co-opted members can be invited to serve for an agreed period of time (depending on the task required). Co-opted members can be part of the full Parent Council and/or a sub-group. Co-opted members may include teaching and support staff within the school, local councillors, pupils, community leaders or business people, and others who are deemed appropriate by the members of the Parent Council. Co-opted members can be asked to vote during meetings at the discretion of the Chair
8. If the Parent Council chooses to set up sub-groups, they should each involve at least one member of the Parent Council. Other members of the Parent Council and community (including staff and parents) may be co-opted to sub-groups. Some sub-groups will be permanent, and others may last as long as required to carry out specific tasks, this will be at the discretion of the Parent Council. Membership should be reviewed annually. The Parent Council members on the sub-group will be responsible for liaison with the main 2-18 Parent Council, and to provide updates when required at meetings.
9. The Office Bearers will be Chairperson, Vice-Chair (optional), Secretary or Clerk (paid or unpaid) and Treasurer and will be elected by the Parent Council

at the AGM, by secret ballot, overseen by the Head Teacher or their representative. Office Bearers will be elected for a two-year term, after which they are eligible for re-election if they wish. Legally, the Parent Council must be chaired by a parent of a child currently attending Wallace Hall (ELC, Primary and Secondary) - If their child ceases to be a pupil, a new Chair will be agreed at the next Parent Council meeting.

10. The Parent Council is accountable to all parents at Wallace Hall (ELC, Primary and Secondary) and will make a report to the Parent Forum once a year at the AGM on its activities.

11. If a significant number of parents (1 representative per family) request an Extraordinary General Meeting (EGM) to discuss issues falling within the Parent Councils remit, the Parent Council shall arrange this. This will be agreed by the Parent Council Chair. The Parent Council shall give school parents at least one week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

12. The Annual General Meeting (AGM) will be held in the October of each year. A notice of the meeting including date, time and place will be sent to all school parents at least two weeks in advance. The meeting will include:

- a report on the work of the Parent Council and its committee(s)/sub-groups over the last year.
- election of members to serve on the Parent Council.
- election of Office Bearers.
- approval of the annual accounts and appointment of the auditor.

13. The Parent Council will meet a minimum of six times within a school year. This will be a maximum of two per term (four terms within school year). Sub-groups will meet as and when required and this will be agreed by the sub-group members.

14. At all meetings of the Parent Council, one-third of its members, of which must include two Office Bearers, shall form a quorum.
15. Parent Council meetings shall be open to any parents of Wallace Hall (ELC, Primary and Secondary) to attend and contribute, however, only Parent Council Office Bearers and Members have voting rights.
16. Should a vote be necessary to make a decision each parent member at the meeting will have one vote. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council Member and one vote as Chair, with the Chair having a casting vote in the event of a tie. The Head Teacher or their representative and all teaching staff do not have voting rights.
17. If a Parent Council Member acts in a way that is considered by other members to undermine the aims and objectives of the Parent Council through misrepresentation or inappropriate conduct, their membership of the Parent Council shall be terminated if two-thirds majority of Parent Council agree. Termination of membership would be confirmed in writing to the member.
18. Copies of the minutes of all meetings will be available to all parents of children at Wallace Hall (ELC, Primary and Secondary) and to all teachers at the school. Copies will be available from the Secretary/Clerk to the Parent Council and will also be posted on the school website and the school noticeboards.
19. Potentially sensitive or confidential matters are to be dealt with as a closed item by Parent Council Office Bearers only, and the subject will not be listed on the agenda or reported in the minutes. The Office Bearers can invite individual members of the Parent Council, Parent Forum, school staff or community to assist these discussions, however, they will not have voting rights.
20. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. All cheques and withdrawals will

require the minimum of two signatures from those appointed to act as signatories, of which one must be the Treasurer. Any changes to the authorised signatories should be approved and minuted by the Parent Council.

21. The Treasurer shall be responsible for keeping an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting and a full account at the Annual General Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.

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

23. The Parent Council may change its constitution by first obtaining consent from the majority of Parent Council member then secondly, obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given two weeks to respond to the proposal. This can be done at an AGM or EGM called for the purpose.

24. In the event that the Parent Council ceases to exist any remaining funds will be passed on the Wallace Hall (ELC, Primary or Secondary) to be used for the benefit of the pupils and the school. If the school is closing or amalgamating, the funds will be passed on to the schools that the pupils will attend.

Adopted by the Parent Council on: 04/10/2021

Signed: (Chair) *L. O. Cochran*

To be reviewed: May 2024