

# Meldrum Parents in Partnership Constitution

## **Name**

Meldrum Parents in Partnership (MPiP).

## **Aims**

To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers.

- a. To promote close cooperation and communication between parents and teachers.
- b. To promote equality and fairness.
- c. To study and discuss matters of mutual interest relating to the education and welfare of all pupils.
- d. To engage in activities which supports and advance the education of pupils attending the school.
- e. Represent the views of parents and report to the Parent Forum.
- f. It will not discuss issues of a personal nature concerning individual pupils or staff.

## **Powers**

The parent council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

## **Number of members**

The membership consists of parents /carers of children attending Meldrum School as selected by the Parent Forum.

## **General Meetings**

The Annual General Meeting (AGM) will be held in September of each year. A notice of the meeting including time, date and location shall be sent to all parents and guardians at least two weeks' in advance.

The meeting will include:

- a. A report of the work of MPiP.
- b. Approval of accounts
- c. Appointment of the accounts auditor.
- d. Any resolutions submitted by the Parent Forum
- e. Election of the new members to serve on the parent council MPiP, as general members or as part of the committee.

At all AGMs, voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.

At all AGM the quorum shall consist of 10.

The Parent Council or 5% of parents/carers of children attending Meldrum School shall have power to call an Extraordinary General Meeting to discuss issues falling within the remit of MPiP, the

members of MPiP shall arrange this. MPiP shall give all such parents and guardians two weeks' notice of the meeting and circulate notice of the matter(s) to be discussed at the meeting.

### **Parent Council Membership**

Members of the Parent Council MPiP shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be the Chairperson, Secretary, Treasurer, Fundraising coordinator and such others as may be required. The General Members and the office bearers will be elected by the Parent Council at the end of the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

At any time MPiP may co-opt members from outside the school to assist it with carrying out its functions as it sees fit. The number of parent members on the Parent Council MPiP 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 MPiP will review and consider requirements for co-opted membership.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any members of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reasons /apologies may be deemed to have retired from the Parent Council.

### **Meetings**

MPiP Meetings shall be held as required, at least once in every school term.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights. To obtain voting rights, members of the Parent Forum must become Parent Council General Members at the AGM.

Should a vote be necessary to make a decision, each Parent Council General Member at the meeting will have one vote, with the Chair having a casting vote in the case of a tie.

Any two members of MPiP can request that an additional meeting be held, and all members of MPiP will be given at least two weeks' notice of time, date and place of the meeting.

If an MPiP member acts in a way that is considered by other members to undermine the objectives of MPiP, their membership of MPiP shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.

Should a member of MPiP bring the committee into disrepute or dismiss our equality and fairness policy, he/she can be voted off by majority during a General Meeting.

Copies of the minutes of all meetings will be available to all parents or guardians of children at Meldrum School and to all Teachers at the school. Copies will be available from the MPiP website (link) and displayed in the School reception.

### **Finance**

The funds of the Parent Council MPiP shall be lodged in a bank, building society or other account in MPiP's name. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members, taken from a pool of at least 3 named signatories, one of which has to be the treasurer and/or vice treasurer plus one other committee member.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by the individual appointed at the previous AGM by the parent forum, identified as the account Auditor.

MPiP shall be responsible for ensuring that all property/money received by/for the parent forum /council shall be applied for the aims of MPiP.

### **Changes to the constitution**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed changes shall be specified in the notice calling the meeting, and be approved by not less than two thirds of those present.

Every parent or guardian will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

### **Dissolution**

In the event that MPiP ceases to exist any remaining funds passes to the local education authority to be used solely for the benefit of Meldrum School.

### **Glossary**

The definition of "parent" is very wide and includes everyone with a parenting role with regards to a pupil; this could include foster parents, family members who have care of a child and divorced/separated couples.

What is the parent forum?

The 2006 Parental Involvement Act states that every school in Scotland has a Parent Forum which consists of all the parents/carers who have a child at the school. They are automatically members. The Parent Forum can expect to:

- receive information about the school
- decide on the format of the Parent Council and how it operates
- identify issues for the Parent Council
- be consulted by the Parent Council
- express views through the Parent Council.

What is the Parent Council?

The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf. A Parent Council is not run by the school or the local authority but by the parents in the school.

General Member: members of the Parent Forum who attend the AGM and have voting rights on decisions at meetings and resolutions at general meetings.

AGM: Annual General Meeting.

EGM: Extraordinary General Meeting.

Quorum : A quorum is the minimum number of members of a deliberative assembly necessary to conduct the business of that group.