



From mountain to sea

# Barthol Chapel School Parent Council Constitution



# Our Constitution

This is the constitution for Barthol Chapel School Parent Council

1. 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.
- To raise funds to support the work of the School.

2. The membership will be all the parents of children attending the school. One member of each family of children will be on the parent council and can attend all meetings.

3. The Parent Council may co-opt other people e.g. members of the community to assist it with carrying out its functions, or to act as a member of a sub-group if appropriate. The number of parent members on the Parent Council must always be greater than co-opted members.

4. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parents council and can serve a minimum of a year and a maximum of two years. If the child ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

5. The Parent Council is accountable to the Parent Forum for Barthol Chapel School and will make a report to it at least once a year on its activities on behalf of all the parents.

6. The Annual Meeting will 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 Parent Forum in advance. The meeting will include

- A report on the work of the Parent Council
- Approval of the accounts and an appointment of the auditor.



7. The Parent Council will meet at least once in every 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. 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 date, time and place of the meeting.
8. 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.
9. Copies of the minutes of all meeting will be available to all parents of children at Barthol Chapel School and to all teacher at the school.
10. 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.
11. The Treasurer will open a bank or building society account in the name of the Parent Council for all the Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. The Treasurer will keep an accurate account 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 by an auditor.
12. The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
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 amendment 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 the school (or schools) where this continues.

