

St Joseph's Parent* and Community Council Constitution

- * Parent: this refers to parents, wider family, carers who have a legal responsibility for the child.
1. Objectives: The objectives of this parent council are:
 - To work in partnership with the school to create a welcoming school that is inclusive of all families.
 - To promote close cooperation and communication between the teachers, families and the church.
 - To engage in activities which support and advance the education of pupils attending the school.
 - To identify, represent and discuss matters of mutual interest relating to the education and wellbeing of our young people.
 2. Membership
 - A minimum number of 5 and maximum number of 25 parents, a minimum of 5 parents should attend each meeting.
 - 1 Church representative
 - The Head teacher has the right to attend all meetings.
 - 1-3 Staff members
 - 1-4 Local counsellors
 3. The parent council members will be selected for a period of 2 years, after which they may put themselves forward for re- election. Any parents of a child at the school can volunteer to be a member of the parent council. Volunteers will be welcome to attend meetings and put themselves forward to join the parent council at any meeting, subject to vacancies in parent membership.
 4. Parents can raise matters to be discussed at the parent council via council members, a list of whom is available at the school office.
 5. If the parent council decides to have office bearers, the positions will be agreed by the parent council members, following its formation. Parent council will reselect office bearers, during the annual general meeting (AGM). Parent council office bearers must be parents of a child attending St Joseph's Primary school. If the child leaves the school, then new office bearers will be agreed at the next meeting.
 6. The parent council is accountable to the St Joseph's Primary School parent forum and will report annually on its activities, on behalf of all parents.
 7. The AGM will be held in the summer term each year. An invitation to the meeting will be sent to all members of the parent forum. A welcome event for new parents will be held in the autumn term.

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8. The parent council will meet at least, once a school term.
10. Should a vote be necessary to make a decision, each parent council member will have one vote, with the person leading the meeting having a casting vote in the event of a tie.
11. 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 parents agree. Termination of membership would be confirmed in writing.
12. Copies of the minutes of all meetings will be available to parents of all children at St Joseph's primary school and to all school staff. Additional copies will be available from the clerk to the parent council and from school office staff.
13. Meetings of the parent council will be open to the parent forum, 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, head teacher, DHT can attend.
14. If a treasurer is appointed, they will open a bank account in the name of the parent council for all parent council funds. Withdrawals will require the signature of the treasurer and one other parent council member.

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 AGM. The auditor appointed at the previous AGM will audit the parent council accounts.

The parent council are responsible for ensuring all monies are used in accordance with the objectives of the parent council.

15. The parent council may change its constitution after attaining consent from the members of the parent forum at the AGM or extraordinary general meeting.
16. The parent council will have the authority to establish sub groups or working parties for a specific purpose. Each working group may decide upon its own constitution to be ratified by the parent council. Members of these groups can be members of the parent council, co-opted members or volunteers.