

FINAL

ROSEBURN SCHOOL PARENT PARTNERSHIP (RSPP) CONSTITUTION

Created - 4th September 2019
Adopted – 4th February 2020

NAME

Roseburn School Parent Partnership (RSPP) - the Parent Council for Roseburn Primary School.

AIMS

The Advancement of Education, which will be achieved by the following methods:

- a) to promote close co-operation and communication between parents and teachers
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school and nursery.

POWERS

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

NUMBER OF MEMBERS

The membership consists of parents/guardians/carers of children attending Roseburn Primary School and Nursery as selected by the Parent Forum. The Parent Council will have 8-17 members.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be issued to the Parent Forum at least two weeks in advance.

The business shall include:

- a) the work of the Parent Council
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting. At all general meetings the quorum shall consist of 20 parents (Parent Council members or Parent Forum members).

Any two members of the Parent Council or 20 members of the Parent Forum shall have power to call an Extraordinary General Meeting. All parents will be given at least two week's notice of the date, time and place of the meeting.

PARENT COUNCIL MEMBERSHIP

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

Membership will be as follows:

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- One named parent representative per school class and one representing the nursery. They shall be a parent of a child in the class they are representing;
- One named parent to represent the views of parents of children with Additional Support Needs. They shall be a parent of a child with Additional Support Needs;
- One representative from the Parent Teacher Association (PTA) subcommittee;
- Up to Three co-opted members from the local community;
- The Head Teacher and another member of the school staff.

Any parent member, can ask another parent from the class they represent, to attend a meeting in their place.

The process for selection of members will comprise an email, requesting volunteers, being distributed to all parents at the start of the school year in August. In the event of multiple volunteers for a class, the volunteers from the class will have to decide on a named representative. If the volunteers cannot agree on a named representative, only one vote will be available for that class and agreement will need to be made on how the vote is cast or forego voting. Vacancies may be filled at any time should further volunteers come forward.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. In the event of a tie, the issue will be voted upon again at the next meeting. It will be expected that the class representatives seek the opinion of the parents they are representing. If there is time pressure on the decision, an extra Parent Council meeting will have to be convened before the decision deadline.

The Office Bearers will be Chairperson, Secretary, and Treasurer.

The Chairperson will be selected each year at the first meeting after the Christmas holidays. They will continue in post from one academic year to the next in order to provide continuity. The Chairperson will be a parent member and will run the Parent Council meetings. They will be responsible for drawing up the agenda for each meeting after consultation with other members.

The Secretary shall be responsible for record keeping on behalf of the Council. Meeting action minutes will be taken at every meeting by a note taker who will be appointed at the start of each meeting. It is expected that note taking will be rotated around members. The Secretary will make meeting minutes available to the Parent Forum via the Roseburn School website.

The Treasurer need not be a member of the Council but must agree to report to a Parent Council meeting if requested. The Treasurer will administer two bank accounts, one for the council, and the other for the fund-raising subcommittee, the PTA. Signatories against these accounts shall be the Chair, Treasurer and Head Teacher. The Treasurer will keep an accurate record of all income and expenditure, and will provide a full account for the AGM.

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

Office Bearers will be asked at every two year period of them holding the role if they wish to step down or continue in the role. Other Parent Forum members will be invited to volunteer taking up office bearer roles at these points to enable wider engagement, shared leadership and creativity.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Council or is deemed to have misrepresented the Council, they shall be given an opportunity to explain their conduct at a Parent Council meeting. Their membership of the Council will be terminated, if agreed, by a majority vote of other members. That person will no longer be eligible to stand for membership of the Council for a further two years.

MEETINGS

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council, 1/3rd of membership will form quorum.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights. Meetings shall be open to the public, unless confidential issues are being discussed. In this instance, only council members shall attend.

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The funds of the Parent Council shall be lodged in a bank account in the name of the Parent Council. Funds raised by the PTA subcommittee will be lodged in an account in the name of Roseburn School Parent Teachers Association.

The Chairperson, Treasurer and Head Teacher will be signatories on the accounts.

Cheques shall be drawn or withdrawals made against the signatures of at least two signatories.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. T Accounts will be brought to balance by the 30th April each year and independently reviewed by a representative appointed at the previous AGM by the Parent Forum.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Certain changes will need prior consent from OSCR, eg name or purpose, if charitable status has been achieved. Changes or additions must be made at an AGM or EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two-thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary, providing the funds continue to be used for the advancement of education.