

Constitution of Blackwood Primary School and ELC Parent Council

1. This is the constitution for Blackwood Primary School and ELC.
2. The objectives of the Parent Council are:
 - To work in partnership with the establishment to create a school and ELC which is inclusive for all parents/carers
 - To promote partnership between the school, ELC Pupils and parents/carers.
 - To develop and engage in activities which support the education and welfare of the pupils.
 - To identify and represent the view of parents/carers and pupils on the education provided by the school and ELC and other matters affecting the education and welfare of the pupils.
3. Membership will be a minimum of 4 parents/carers of children attending the school and ELC.
4. The Parent Council will be selected for a period of one year, parents may be re-selected after this time if they so wish. All parents/carers of children at the school and ELC can take part in selection of council members.
5. The Parent Council will agree to elect a Chair, a Vice Chair, a Secretary and a Treasurer. The Parent Council will be chaired by a parent/carer of a child attending the school and ELC. The office bearers will hold post for a maximum term of 3 years.
6. The Parent Council may co-opt additional members to assist with carrying out its functions; co-opted members will be invited to serve for a period of 1 year. Co-opted members will include school staff. Elected members and community representatives will be invited as appropriate.
7. The Treasurer shall open/manage a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of two members of the Parent Council. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this at each Parent Council meeting and a full account for the Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of pupils
8. The Parent Council is accountable to the Parent Forum of Blackwood Primary School and ELC and will make a report to it at least once each year on its activities through the monthly newsletters and via the school website.
9. The annual meeting will be held at the first meeting of each year. A notice of the meeting, including date, time and place, will be sent to all members of the Parent Forum with the aim to give at least 2 weeks' notice.

The annual meeting will include;

 - An update on the work of the Parent Council
 - Selection of new Parent Council
 - Discussion of issues that the members of the parent Forum may wish to raise
10. The Parent Council will meet at least once every school term, will be minuted and all minutes made available to all parents/carers and staff at Blackwood Primary School and ELC via the school office and school website.
11. The constitution will be reviewed at the AGM. The Parent Council may change the constitution and will inform the members of the Parent Forum of any such changes.