



## Thomas Muir Parent Council Constitution

This is the constitution for Thomas Muir Primary School Parent Council.

Thomas Muir Primary School was established on Friday, 21st April 2017. The constitution was amended on Tuesday 22<sup>nd</sup> October 2024 and will be reviewed next in school session 2029/30.

### The objectives of the Parent Council are:

- To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To work in partnership with the school to create a welcoming environment which is inclusive for all pupils, parents and carers.
- To promote partnership between the school, its pupils, their parents/carers and the wider community.
- To develop and engage in activities which support the education and welfare of the pupils attending Thomas Muir PS.
- To promote close co-operation and communication between parents and school to improve outcomes for all learners;

The membership will be a minimum of five parents/carers of children attending the school. A meeting is not quorate unless 5 parent/carers members are present.

The following roles will be elected at each AGM in August/September:

- **CHAIR – 1 post**
- **VICE CHAIR – 1 post**
- **SECRETARY – 1 post**
- **Teaching Staff – 2 posts**
- **Parent/carer members – representation across all stages where possible (including Chair, Vice Chair and Secretary.)**

On its establishment (yearly at the Annual General Meeting - AGM), any parent or carer of a child at the school may volunteer to be a member of the Parent Council.

Members of the Parent Council will be selected at the AGM each year and may be re-selected. The Parent Council may co-opt up to four additional members to assist it with carrying out its functions. Co-opted members do not require to be parents of children at the school.

All Parent Council (except co-opted members) members must be parents/carers of children currently attending the school. If the child ceases to be a pupil of the school, or if the Chair and Vice Chair are for any other reason unable or unwilling to continue in their role, a new Chair or Vice Chair can be agreed at the next meeting. This would be decided by Parent Council members forming a majority vote.

The Parent Council is representative of the wide parent body at Thomas Muir Primary School (i.e. all the parents/carers of children attending the school). The Parent Council will provide regular updates to the wider parent/carer body throughout the school session (eg via termly newsletters).

If 10 % or more parents of children at the school request an extraordinary general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this within three weeks of receiving the request. The Parent Council shall give all members of the parent body at least one week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting. The Parent Council members must contact the Chair with agenda items one week in advance of the meeting for inclusion on that agenda. Individual matters or private matters are not within the remit of the Parent Council and therefore should be raised with the Senior Leadership Team of the school.

The AGM will be held in August or September of each year. A notice of the meeting including date, time and place will be sent to all members of the parent body at least one week in advance. The meeting will include:

- Selection of the new Parent Council
- Staffing update
- Discussion of school priorities for the year ahead

Subsequent meetings will cover other issues, Eg:

- Identification of issues that members of the parent body may wish the Parent Council to consider on their behalf

The Parent Council will meet at least once in every school term. If a vote is necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Minutes of the Parent Council meetings will be available to all parents/carers of Thomas Muir Primary School via publication on the school website. Paper copies will be available from the secretary of the Parent Council on request.

The Constitution of the Parent Council may be altered by a majority of those present and voting at an AGM or EGM of the Parent Forum. The proposed alterations will be made available to all members of the Parent Forum at the same time as notice of the AGM or special general meeting is posted.

Elected Members for Bishopbriggs South Ward are entitled to attend all Parent Council Meetings.

Members of the Parent Council have voting rights on any matter within a given agenda deemed appropriate by the Chair. Elected members and Co-opted members do not have voting rights but can contribute to discussions.

It is expected that all members conduct themselves in an appropriate manner showing respect towards other members of the school community maintaining confidentiality where appropriate. If these expectations are not fulfilled action may be taken by the Chair with support of a two third majority vote to suspend a member. Parent Council Guidelines regarding meeting procedures may be issued by the Chair.