



Falla Hill Parent Council

Constitution

Falla Hill Parent Council's Aims:

- **Work collaboratively with the Head Teacher and all staff to ensure that the school runs in an effective and respectful manner.**
- **Provide a forum for parents and carers to communicate on all aspects of school life and ensure all communications are delivered in a timely manner.**
- **Work together to foster good relationships and a positive image between the school, the pupils, parents and the community.**
- **Enhance both the educational and personal development of all our children in a fully inclusive, safe and welcoming environment which ensures that all children have the opportunities to support their success in the future.**
- **Undertake fundraising initiatives (including seeking funding from trusts and foundations) independently and in collaboration with the school to support events and capital expenditure that benefits the children of the school.**



Membership, structure, communication and voting

Our membership is open to parents/carers of children attending Falla Hill Primary School and staff.

The membership will be a minimum of four parents/carers of children attending the school and should not exceed four teachers. Parents/carers may elect to receive internal communications at the second meeting attended in any one year.

For any matters of importance when there is no consensus, decisions will be reached by a vote. Members of the Parent Council in attendance of the meeting will all have voting rights. The chair will only vote in the event of a tie.

In the rare event of the Parent Council dealing with a confidential matter, the meeting shall be treated as a 'Closed Meeting'. The Parent Council will not discuss anything of a confidential nature relating to any individual child or staff member.

Falla Hill's Office Bearers consist of a Chair, Vice Chair, Secretary and Treasurer. These positions will be reviewed on an annual basis.

Parent/carer's and teachers can put themselves forward to be office bearers at the annual general meeting for a period of one year, after which they may put themselves forward for re-selection if they wish, up to maximum of two consecutive terms. Parent/carer members may be requested to extend their term by one year to ensure continuity.

The Chair must be a parent/carer member of the Parent Council.



Meetings

The Parent Council will aim to hold meetings monthly or more frequently if required. At least one week notice of date, time and place of the meeting will be given.

Meeting dates will be published via the School Newsletter.

Copies of the minutes of all meetings will be available on the school website.

The annual general 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 at least two weeks in advance.

The meetings will include:

- Report on the work of the Parent Council and its committee(s)
- Selection of new Parent Council office bearers
- Approval of any proposed changes to the constitution will normally be made at the AGM, but also can be made at an EGM with notice.

Financial matters.

- Elected office bearers of the PC will usually be signatories on the PC bank account, with no more than one bank account signatory not being an elected member
- A financial update will be given during each PC meeting detailing income, outgoings and any future liabilities. The financial update will be recorded in the minutes.
- The PC will maintain a cash reserve of £500 until the end of each school year.
- Any use of PC funds will be voted on during PC meetings: a 51% majority will be necessary for funds to be spent, and in the event of a tie, the chair will have the deciding vote.