



## Falla Hill Parent Council

### Constitution

#### 1. Aims

- 1.1. Work collaboratively with the Head Teacher and staff.
- 1.2. Provide a forum for parents and carers to provide feedback on all aspects of school life.
- 1.3. Work together to foster good relationships and a positive image between the whole school community.
- 1.4. 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.
- 1.5. Operate in a manner not classed as 'regulated role' per Disclosure Scotland Guidance (Latest Jun 2025)
  - 1.5.1. No unsupervised contact with pupils.
  - 1.5.2. No teaching/coaching/providing leisure activities/transporting
  - 1.5.3. Volunteering at events can only be done on one-off occasions.  
For more volunteering opportunities, consider a School Volunteer role. See Headteacher.





## **2. Membership**

- 2.1. Our membership is open to parents/carers of children attending Falla Hill Primary School and staff.
- 2.2. The membership will aim to be a minimum of four parents/carers of children attending the school and should not exceed four teachers.
- 2.3. Parents/carers may elect to receive internal communications at the second meeting attended in any one year.

## **3. Voting**

- 3.1. 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.
- 3.2. No vote will directly influence the operation of the school. Votes are cast as a means of providing feedback to Headteacher on school matters.
- 3.3. 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.

## **4. Structure**

- 4.1. Falla Hill's Office Bearers consist of a Chair, Vice Chair, Secretary and Treasurer. These positions will be reviewed on an annual basis.
- 4.2. 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.
- 4.3. The Chair must be a parent/carer member of the Parent Council.

## **5. Meetings**



- 5.1. The Parent Council will aim to hold meetings monthly or more frequently if required. At least two weeks' notice of date, time and place of the meeting will be given.
- 5.2. Meeting dates will be published via the School Newsletter.
- 5.3. Copies of the minutes of all meetings will be available on the school blog.
- 5.4. 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:
  - 5.4.1. Report on the work of the Parent Council and its committee(s)
  - 5.4.2. Selection of new Parent Council office bearers
  - 5.4.3. Approval of any proposed changes to the constitution and elected roles will normally be made at the AGM but also can be made at an EGM with notice.

## **6. Financial matters**

- 6.1. 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
- 6.2. 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.
- 6.3. The PC will maintain a cash reserve of £500 until the end of each school year.
- 6.4. 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.