



# CONSTITUTION OF THE COMHAIRLE NAM PÀRANT TAOBH NA PÀIRCE (TAOBH NA PÀIRCE PARENT COUNCIL)

## 1. Ainm - Name

The Parent Council shall be known as Comhairle nam Pàrant Taobh na Pàirce (Taobh na Pàirce Parent Council.) It is also referred to as the PC, or PC Taobh na Pàirce.

## 2. Amasan - Aims

- A. Promoting close co-operation and communication between parents and school staff
- B. Promoting the use of Gaelic language and culture within the school community, among parents and children
- C. Promoting equality and fairness
- D. The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- E. Engaging in activities which support and advance the education of pupils attending the school
- F. Raise funds to support and advance the education of pupils attending the school

## 3. Cumhachdan - Powers

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

## 4. Ballrachd - Membership

The membership of the Parent Council consists of parents/carers of children attending Bun-Sgoil Taobh na Pàirce (also known as Parkside Primary) as selected by the Parent Forum. The Parent Forum includes any parent/carer with a child attending Bun-Sgoil Taobh na Pàirce.



## 5. Coinneamhan Choitcheann Bhliadhnail- Annual General Meetings

The Annual General Meeting (AGM) shall be held in the middle of the Spring term each year (around February, depending on the date of the mid-term break.) The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:

- A. the work of the Parent Council (often as reports from the Chair and the Treasurer)
- B. presentation of the audited accounts
- C. any resolutions submitted by the Parent Forum
- D. election of members to serve on the Parent Council

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of ten (10) representatives, made up of Parent Council elected officials and members of the Parent Forum.

The Parent Council or thirty (30) of the Parent Forum shall have power to call an Extraordinary General Meeting (EGM).

## 6. Ballrachd nam Comhairle nam Pàrant - Parent Council Membership

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The Office Bearers will be Chairperson, Secretary, Treasurer, Safeguarding Officer and such others as may be required.

Office bearer roles may be split, so that responsibilities are shared, for example between co-chairs. Informal arrangements may be made between co-bearers to ensure that information is shared and all responsibilities of the role are undertaken.

Office Bearers and other members of the Parent Council may stand down at any point during the year. New members to replace them may be elected at any other meeting during the year. New members must be re-elected at the next AGM, even if this is the next meeting after their election.

Parents shall always form the majority of the Parent Council.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council may co-opt up to 5 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.



Co-opted members are people that may benefit the workings of the Parent Council, such as parents whose children have left the school or members from local community organisations that have ties with the school (such as Comann nam Pàrant)

Each parent/carer member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie. In the event that the Chairperson's role is a shared role, the co-Chairs will have a unique shared vote to determine the outcome of a tie.

The Secretary/PC Clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

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.

## 7. Coinneamhan Choitcheann - Ordinary Meetings

Meetings of the Parent Council shall be held as required. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Parent Council ten (10) shall form a quorum.

All Parent Council ordinary meetings shall be open to members of the Parent Forum. Members of the Parent Forum will still have voting rights at ordinary meetings.

## 8. Airgeadas - Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council members. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual that is not part of, or related to, the Parent Council. This individual may be part of the Parent Forum, but must not have claimed any invoices/expenses in relation to Parent Council activities within the previous year.

The Treasurer should report on finances at every meeting.

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.



## 9. Atharrachadh Bun-reachd - Changes to the Constitution

Changes or additions must be made at an AGM, or an 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 all parents/carers present.

## 10. Sgaoileadh - Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to an agreed entity that proposes similar aims to the Parent Council or furthers the outreach and education of the Gaelic language and culture. This entity would be agreed by the Parent Council/Parent Forum before dissolution. The entity may include the school.