



## **Troqueer Parents and Friends Council**



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### **Troqueer Parent and Friends Council Constitution**

**1. This is the constitution for Troqueer Primary School Parent and Friends Council (“TPFC”). This body is an amalgamation of the Troqueer Primary School Parents and Friends Association and the Troqueer Primary School Parent Council. The TPFC is set up in terms of the Scottish Schools (Parent Involvement) Act 2006 and the associated Guidance notes (“The Act”). The Act, details the functions required of a Parent Council. This constitution should be interpreted alongside the Act. Where there is a difference between the Act and this Constitution, the Act will take precedence. This Constitution was developed following a series of meetings of the TPFC and subsequent consultation with and approval of the Parent Forum, as defined below.**

**2. In this Constitution the term “Parent” applies to parents, guardians and carers with parental rights and responsibilities, as defined in the Education (Scotland) Act 1980 as amended, of at least one pupil attending Troqueer Primary School (“the School“). All Parents, as defined, make up the “Parent Forum”. The TPFC is the elected body which represents the Parent Forum.**

**3. The functions of a Parent Council are defined in section 8 of the Act. The objects of TPFC are:**

**(a) To work in partnership with the School and local community to create a welcoming school that is inclusive for all parents;**

**(b) To promote partnership between the School, its pupils, the Parent Forum and the local community;**

**(c) To develop and engage in activities which support the education and welfare of the pupils and to identify and represent the views of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of the pupils;**

**(d) To engage in fundraising activities to benefit the school, with the approval of the Head Teacher.**

**(e) To receive donations to TPFC funds by any means including cheques, cash or direct debit payments**

**(f) To receive donations of or to purchase and hold movable items of property which are required for TPFC business (e.g. fridge, barbecue, storage units, etc.)**

**(g) to do anything ancillary to the above purposes such as engaging contractors, paying for advertisements or setting up necessary policies of insurance**

**4. The total membership of the TPFC shall not exceed 30 and shall be made up of:**

**(a) Individuals from the Parent Forum (“parent members“), maximum number 20;**

**(b) Individuals from the local council, community, businesses or the like who will assist in the TPFC achieving its stated aims (“co-opted members“), maximum of 5 members;**

**(c) Feedback and suggestions from school pupils shall be received from the relevant pupil voice group as appropriate**

**(e) Individuals from the teaching and support staff of the school (“teacher members“), maximum of**

**(f) The Head Teacher, whilst not a member of the TPFC has a right and a duty to attend or be represented at TPFC meetings.**

**If there are less than 30 members then the number of parent members can be increased to the difference between the total membership number, 30, and the sum of the other four groups. As a minimum, there should be should be an equal number of parent members to the sum of the other four groups.**

**5. The parent members will be selected on an annual basis at the Annual Meeting. Any member of the Parent Forum can volunteer to be a member of the TPFC. In the event that the number of parent volunteers exceeds the available parent member places, parent members will be selected by drawing names out of a hat. In the event of a vacancy, a parent member may be selected to serve for the remainder of that year. Members may put themselves forward for re-selection if they wish.**

**6. The selected Parent Members may invite Co-opted members to serve on the TPFC for a period of 1 year, after which time the TPFC will review and consider requirements for co-opted membership.**

**7. All members of the TPFC have a right to participate in the meetings, however, only Parent Members will have a right to vote.**

**8. The TPFC may set up subgroups to help achieve its stated objectives. At least one parent member of the TPFC should sit on each subgroup. That member will have a duty to liaise with and report to the TPFC. Other members of the Parent Forum and school community can join the sub groups. Anyone not selected to be a member of the TPFC may be offered the opportunity to serve on any of the sub groups set up by the TPFC. Sub groups will last as long as required to carry out their tasks. Membership of sub groups shall be reviewed annually. To be a quorum at least half of the subgroup members should be in attendance.**

**9. The TPFC may invite non-members, who they believe will assist in achieving its objectives, to participate in its proceedings.**

**10. The office bearers of the TPFC shall be drawn from the parent members and will be comprised as follows:**

**Chairperson**

**Vice Chairperson**

**Treasurer**

**Vice Treasurer**

**Secretary – Minutes**

**Secretary – Communications**

**The office bearers shall be selected by the parent members by agreement, or secret ballot if necessary, at the Annual Meeting. Office bearers will serve for a period of 1 year. In the event of a vacancy, a parent member may be selected to serve for the remainder of that year at the earliest meeting following the vacancy. Parent members may put themselves forward for re-selection if they wish.**

**Following the AGM, each TPFC Member and Office Bearer shall receive a copy of the constitution and sign a copy to confirm they have understood and are prepared to abide by it.**

**11. If a TPFC member acts in any way that is considered by the other members to undermine the objectives of the TPFC, their membership shall be terminated by a majority decision of the parent members. Failure to carry out duties as an Office Bearer and/or failure to act in an agreed manner will constitute such behaviour. If the basis for a co-opted member being invited to join the TPFC ends, then they may be invited to resign. Termination of membership will be confirmed in writing to the member. The member will have a right of appeal to the Office Bearers of the TPFC. The appeal must be in writing. If the majority of the Office Bearers agree, the appeal will be upheld. The chairperson shall have a casting vote in the event of there being no overall majority. If the Office Bearers agree with the original decision, the termination will remain.**

**12. The TPFC is accountable to the Parent Forum and will make a report to it at least once a year on its activities on behalf of all the parents. This report will be at the Annual Meeting.**

**13. If 20 members of the Parent Forum request a special general meeting to discuss issues falling within the TPFC's duties and objectives, then the TPFC shall arrange this. The request shall be in writing and signed by the 20 parents. The TPFC shall give all its members at least 2 weeks' notice of the meeting and, at the same time,**

**circulate notice of the matter(s) to be discussed at the meeting.**

**14. The annual meeting of the TPFC 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 2 weeks in advance. The agenda for the meeting will include:**

- (a) A report from the chairperson on the work of the TPFC;**
- (b) Selection of the new TPFC;**
- (c) Selection of Office Bearers;**
- (d) Discussion of issues that members of the Parent Forum may wish to raise;**
- (e) A report from the treasurer on funds raised and on expenditure**

**(f) Approval of the accounts and appointment of the auditor;**

**The TPFC will meet at least once in every school term. To be a quorum for the purpose of proceeding with a meeting, at least five parent members shall be present. In order to be quorate for a formal vote, at least half the parent members shall be present and a simple majority shall carry the vote.**

**15. Should a vote be necessary to make a decision, only parent members will have voting rights with each parent member at the meeting having one vote. The Chairperson will have a casting vote on the event of a tie.**

**Any two members of the TPFC can request that an additional meeting be held, and all members of the TPFC will be given at least 1 weeks' notice of the date, time and place of the meeting.**

**16. Copies of all minutes of the meetings will be available to all members of the Parent Forum and to all Teachers and support staff at the School. Copies will be available from the Secretary of the Parent Council and the School Office. In addition, one copy of the minutes shall be displayed on the TPFC notice board or any other media outlet that the TPFC agrees.**

**17. Meetings of the TPFC shall be open to the public, unless it is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances only Parent Members of the TPFC, the Head Teacher or their representative and anyone specifically invited to the meeting can attend for that particular item. The agenda, minutes and any other associated paperwork will be confidential as regards that particular item and only distributed to those eligible to attend, or to whom, circulation has been approved by the Parent Members. Redacted versions of the minute will be made available to the Parent Forum**

**18. The Treasurer will open such bank or building society accounts as are necessary in the name of TPFC for all TPFC funds. Withdrawal will require the signature of any two of the following office bearers: Treasurer, Chairperson, Secretary or Vice Treasurer.**

**19. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each TPFC meeting and a full account for the Annual Meeting. The TPFC accounts shall be audited by a Chartered Accountant. If accounts are to be audited by someone other than a parent member, payment of the audit fee shall be made from TPFC funds,**

**specifically the Scottish Government allowance which is paid for that purpose.**

**20. The TPFC will be responsible for ensuring that all monies are used in accordance with the objectives of the TPFC.**

**21. The TPFC may change its constitution after obtaining consent from members of the Parents Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given two weeks to consider the proposal along with details of how to give or refuse consent. The proposal will be determined by the response which is in the majority.**

**22. Should the TPFC cease to exist, any remaining property and funds will be passed to the Education Authority to be used for the benefit of the school. If the school is closing or amalgamating the funds will be passed to the school(s) which pupils will attend.**

**We, the undersigned, agree to abide by the above Constitution.**

**Chairperson** .....

**Vice Chairperson** .....

**Treasurer** .....

**Vice Treasurer** .....

**Secretary – Minutes** .....

**Secretary – Communications** .....

**Members**

