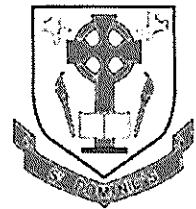


Education & Children's Services
Improving Lives Together
Ambition | Compassion | Integrity



St Dominic's RC Primary
Early Learning & Childcare
Broich Road
CRIEFF
PH7 3SB

(01764 657 800 (Primary))
(01764 657 866 (ELC))

St-Dominics@pkc.gov.uk
<https://www.stdominics-primary-crieff.org.uk>
St Dominic's, Crieff (@StDominicPS) / Twitter

CONSTITUTION

1. Name

The Parent Council shall be known as the St Dominic's RCPS & ELC Community (often simply referred to as the St Dominic's Community or SDC).

2. Aims

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

3. 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 (*Parent Forum is defined as parents and carers*).

4. Membership

The membership of the Parent Council consists of parents/carers of children attending St Dominic's RCPS & ELC as selected by the Parent Forum. The parent council membership may range from 4-20.

5. General Meetings

The Annual General Meeting (AGM) shall be held in the Autumn term each year, in the second week of September (the financial year will run in accordance with the school year, 1st August – 31st July).

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 Clerk)
- b) approval of the accounts

- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum.
- e) appointment 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 **5** (*an AGM quorum is defined as members of the Parent Forum who attend, as well as the parent council*).

The Parent Council or **14** of the Parent Forum shall have power to call an Extraordinary General Meeting.

6. 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. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice Chairperson, Secretary and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

Non-Office Bearers are general members, also form part of the Parent Council, for e.g. parent/carers class representatives.

A treasurer clerk position will be offered in the first instance to the School Secretary. A clerk fee will be payable from the Local Authority budget. The clerk has no voting rights on the Parent Council.

The Headteacher has a right and a duty to attend meetings of the Parent Council.

The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

The Parent Council may co-opt up to 3 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.

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 Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary 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.

If a member is unhappy with Parent Council business and/or decisions made, they should raise this with the Chair or at a meeting. A member of the Parent Council who acts in a way that is not in accordance with the aims, code of conduct of the Parent Council or brings the school community into disrepute; shall have their Parent Council postholder position removed if the majority of the Parent Forum present agree.

7. 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, **3** shall form a quorum (*an ordinary quorum is defined as members of the Parent Council (office bearers and general members) and only valid when all of the Parent Council have been informed of the meeting and sent notice of the items of business in advance*).

All Parent Council ordinary meetings shall be open to members of the Parent Forum, although they will not have voting rights.

8. Finance

The Financial year will run in accordance with the school year, 1st August – 31st July.

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 (Chairperson and Treasurer-Clerk).

The Treasurer-Clerk 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 appointed at the previous AGM by the Parent Forum. The Treasurer-Clerk should report on finances at every meeting.

The Treasurer-Clerk fee is payable at the end of the school year, once running costs have concluded. As a minimum, the Clerk fee calculation from the Local Authority Budget should be allocated and any surplus balance thereafter.

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. 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. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to the school, unless an agreement is made before dissolution.

Office Bearers (sign and print name below):

Chairperson: AK

Vice Chairperson: S. Murdoch

Secretary: _____

Additional Support Learning Rep: J. Beep

Date: 27/9/24

General Members:

ELC Representative: J. Hednary

P1/2 Class Representative: Louise Clark

P2/3 Class Representative: J. Hednary

P3/4 Class Representative: Tracey Wright D. Scott

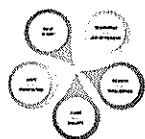
P5 Class Representative: Theresa

P6 Class Representative: Jeanne Day

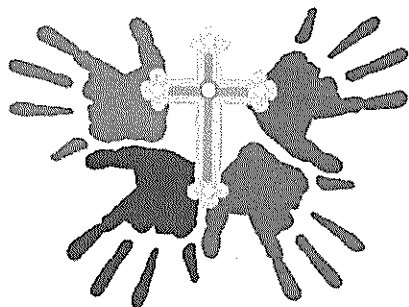
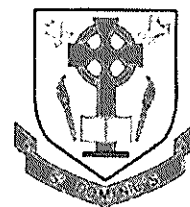
P7 Class Representative: _____

Treasurer Clerk: acaley

Date: 23/9/24



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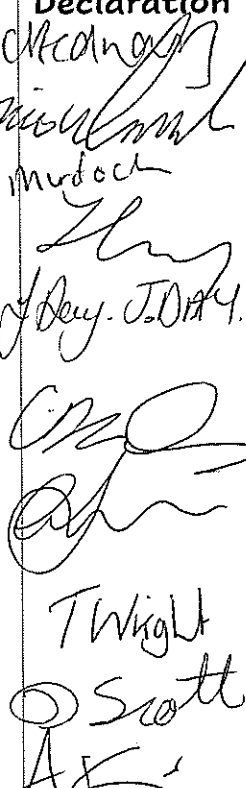
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CODE OF CONDUCT

Name of Parent Council	St Dominic's Community
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This Code of Conduct is to help PC committee members understand their roles.

<p>Members should</p>	<ul style="list-style-type: none"> • support the ethos and values of the Parent Council and make it a welcoming group for all parents/carers, co-opted members and guests • be aware of equality and fairness • feel like their work makes a difference to the school community • treat everyone as an equal and always be respectful towards each other • ensure guests leave meetings with a positive view of the Parent Council and what it is trying to achieve • respect and keep to the decisions made at Parent Council meetings • be involved and help out wherever possible • work with the utmost integrity, especially when dealing with financial matters • understand that all PC members are responsible for Parent Council funds • declare any conflict of interest (for example, if someone is a teacher) and avoid situations which could cause improper conduct • comply with the demands of external regulatory bodies, for example OSCR for those groups that have charitable status • be aware only members of the Parent Council have a right to vote at PC committee meetings.
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Members should not	<ul style="list-style-type: none"> • undermine the decisions made at the Parent Council by expressing opposing views out with meetings • discuss personal issues relating to children, parents or school staff • post content on social media that is negative or abusive towards anyone in the school and local community • speak with the media on behalf of the Parent Council without prior agreement.
Meetings	<ul style="list-style-type: none"> • everyone should be given a chance to speak and to be heard, directed by the Chair • all speakers should address the Chair • members should contribute constructively at meetings • each contribution should be valued and respected • no-one should leave a meeting feeling belittled or excluded • decisions will be made in the best interests of the whole school community • if a vote is required, members of the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members.
Review	This policy will be reviewed every 2 years to ensure it remains up-to-date and relevant.
Declaration 	<p>I confirm I have read and understood St Dominic's Community's Code of Conduct and will act in accordance to it. I understand that if I act in a way considered to undermine the objectives of the Parent Council, my membership shall cease if the majority of parent members agree. This will be confirmed in writing by the Chair. I will have a right of appeal to the Chair whose decision will be final</p> <p>I am connected with this group in my capacity as a</p> <p>Member of the PC <input checked="" type="checkbox"/></p> <p>Class Rep <input checked="" type="checkbox"/></p> <p>Parent/Carer of current pupil <input type="checkbox"/></p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Date: 27/9/24</p>