

St Joseph's College Parent Council

CONSTITUTION

1. This is the constitution for St Joseph's College Parent Council.
The term "parent" refers to all parents, carers and guardians of a pupil attending the school.
2. The objectives of the Parent Council are:
 - to work in partnership with the school to create a welcoming school which is inclusive for all parents
 - to promote partnership between school, its pupil and all its parents
 - to develop and engage in activities which support the education and welfare of the pupils
 - to identify and represent the views of parents on the education and welfare of the pupils.
3. The membership should be a minimum of 6 parents of children attending the school. The maximum size is 18, a majority of which should be parents of children attending the school. The Parents and Friends Association (PFA) may be a sub-group of the Parent Council and may retain its own constitution and accounts.
4. The Parent Council will be selected at an Annual General Meeting (AGM) for a period of 2 years, after which members may put themselves forward for re-selection if they wish, as long as they still have a child attending the school. In the event of a vacancy arising during a Parent Council term, all parents will be notified and nominations for a new member invited.
5. The offices of Chair, Vice Chair, Treasurer and Secretary or Clerk of the Parent Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis. The Parent Council will be chaired by a parent of a child attending St Joseph's College – if the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
6. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in this constitution, members will be selected by drawing names out of a hat. Anyone not selected to be members of the Parent Council may be offered the opportunity to be part of any subgroups set up by the Parent Council. Parents will have 2 weeks to select their representatives for nomination, in line with the notice period for an AGM.
7. The majority of the Parent Council must be made up of parents with children attending the school, the Parent Forum, and a minority of the membership will be reserved for co-opted members, including teaching and support staff in the school, local councillors, pupils, community leaders or business people and others of which there at least one must be a member of the church in whose interest the school is conducted.

8. Co-opted members will be invited to serve for a period of 2 years, after which time the Parent Council will review and consider requirements for co-opted membership. In the event of a vacancy arising during a Parent Council term, the Parent Council may appoint a replacement.
9. If the Parent Council chooses to set up sub-groups, they should each involve at least one member of the Parent Council. Other members of the Parent Forum and school community may be co-opted to sub-groups. Sub-groups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members on the sub-group will be responsible for liaison with the Parent Council.
10. The Parent Council is accountable to the Parent Forum of St Joseph's College and will make a report to it at least once a year on its activities on behalf of all the parents.
11. If 30 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum 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.
12. An Annual General Meeting (AGM) will be held in the Autumn term of each school 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 meeting will include:
 - a report on the work of the Parent Council and its committee(s)/sub-group(s)
 - selection of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
13. The Parent Council will meet at least once in every school term.
14. Should a vote be necessary to make a decision, each parent and co-opted member **at the meeting** will have one vote, with the Chair having a casting vote in the event of a tie.
15. Any 2 members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least 1 weeks' notice of date, time and place of the meeting.
16. If a Parent Council member acts in a way that is considered by a majority vote of the Parent Council to undermine the objectives of the Parent Council, the Chair may issue a written warning to that member. If such a course of conduct continues by that member, as considered by other members, then by a majority vote of the Parent Council that member may be dismissed from the Parent Council. Termination of membership, with reasons, would be confirmed in writing to the member.
17. Copies of the minutes of all meetings will be available to all parents of children at St Joseph's College and to all teachers at the school. Copies will be available from the Secretary/Clerk to the Parent Council and from the school office.

18. Meetings of the Parent Council shall be open to all of the Parent Forum, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only elected members of the Parent Council, the Headteacher (or their representative) and anyone specifically invited to the meeting can attend.
19. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and at least one other Parent Council member.
20. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting and a full account for the Annual General Meeting (AGM). The Parent Council accounts will be audited by the auditor appointed at the previous AGM. The Parent Council will not be responsible or liable for any accounts held by the PFA.
21. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
22. The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
23. Should the Parent Council cease to exist any remaining funds will be passed to the education authority to be used for the benefit of St Joseph's College. If the school is closing or amalgamating, the funds will be passed to the schools which the pupils will attend.

Adopted by the Parent Council on: (date) 16 September 2024

Signed: (Chair)

Claire Renton
