

APPENDIX 1 - SAMPLE CONSTITUTION

Sample Constitution (supplied by Connect (formerly SPTC) Updated - Connect / Education Scotland

Name of Parent Council Constitution Year X

This example of a Parent Council constitution is used with permission from [Connect](#) (formerly Scottish Parent Teacher Council) and it can be tailored to meet the individual needs of Parent Councils.

1. This is the constitution for *[Anytown School]* Parent Council (or alternative name)
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
 - promote collaborative working between parents, families, and the school
 - develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
 - identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of three parents of children attending the school. The maximum size is *[insert a figure according to the size of the school and as agreed by members of the parent forum]*.
4. The Parent Council will be selected for a period of *[insert one/two/three year(s)]*, after which they may put themselves forward for re-selection if they wish.

All the parents of children at the school can take part in the selection by post, text, or email. Parents will have *[insert figure agreed by parent forum]* weeks to select their representatives.

or

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Any parents 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 the constitution, members will be selected by *[insert chosen method of selection]*. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group(s) set up by the Parent Council.

or

The Parent Council will be made up of two representatives from each year group who will be chosen by the parents of children in those year groups.

5. The Parent Council may co-opt up to *[insert figure as agreed by members of the parent forum*]* to assist it with carrying out its functions.

*If your school is a denominational school add: *'of which at least one must be a member of the church or denominational body in whose interest the school is conducted'*.

or

Two-thirds of the Parent Council will be made up of parent forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school. 19 | Engaging parents and families: A toolkit for practitioners

The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of *[insert one/two/three year(s)]*, after which time the Parent Council will review and consider requirements for co-opted membership.

6. The Chair, Secretary and Treasurer of the Parent Council will be appointed by the Parent Council members immediately following its formation.

or

Office bearers will be re-selected by the Parent Council on an annual basis (at the Annual General Meeting of the parent forum).

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If the parent forum decides to have a Chair:

The Parent Council will be chaired by a parent of a child attending *[Anytown School]*.
If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

or

If the child ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new chair is appointed at the Annual General Meeting.

7. The Parent Council is accountable to the parent forum for *[Anytown School]* and will make a report to it at least once each year about its activities on behalf of all the parents.

If [x] number [or %] of 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, or matters, to be discussed at the meeting.

8. The Annual General Meeting will be held in April 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 meeting will include:

- A report on the work of the Parent Council and its committee(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 independent inspector.

9. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any (two or number identified by the Parent Council in the Constitution) parent 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 two weeks' notice of date, time, and place of the meeting. If a Parent

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Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

10. Copies of the Agenda and Minutes of Meetings will be available to all parents of children at *[Anytown School]* and to all teachers at the school, from *[the Secretary of the Parent Council/Clerk to the Parent Council, from the school office and/or school website]*. Parent Councils may choose to set up their own website. but this should not be the only method of communicating with parents.
11. Meetings of the Parent Council shall be open to the public unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representative, can attend.
12. 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 one other Parent Council member.

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 AGM. The Parent Council accounts will be reviewed by the independent inspector appointed at the previous AGM.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

13. The Parent Council may change its constitution after obtaining consent from 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.
14. Should the Parent Council be dissolved, a decision should be made about how the remaining funds will be used prior to dissolution or passed to the local authority for the benefit of the school (or schools) where this continues.