

MILE END PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION

1. OUR NAME

This is the Constitution of Mile End School Parent Council, to be known as MEPC

2. OUR AIMS AND OBJECTIVES

The core aims of MEPC are:

- (a) to work in partnership with Mile End School , including the nursery (“the School”) to create a welcoming and inclusive school;
- (b) to promote partnership between the School, its staff, pupil and parents;
- (c) to identify and represent the views of parents on the education provided by the School and on any other matter affecting the education and welfare of pupils and use these to form the basis of MEPC meetings
- (d) to make representations to the Head Teacher, City of Aberdeen Education Authority or other relevant body on issues relating to parental involvement in education;
- (e) to promote contact between the School, Parent Forum (which comprises all parents, carers and guardian of pupils in the School, including the nursery), prospective parents, local communities, the Aberdeen Grammar Associated Schools Group and others
- (f) to provide parent representatives for interview panels for the selection of promoted staff;
- (g) to actively promote fundraising for the betterment of the pupils of the School, through its subcommittee the Parent Teacher Association (“the PTA”)(details of the organization of which are found in the constitution of the PTA)
- (h) to receive gifts and apply for and obtain grants; and
- (i) to report annually to the Parent Forum.

3. MEMBERSHIP

(a) MEPC should endeavor to have at least 12 members.

(b) Any member of the Parent Forum may volunteer to be a member of MEPC. Hereafter, when the term “parent” is used, it shall mean parent, carer and guardian.

- (c) At least 60% of MEPC must be made up of Parent Forum members.
- (d) MEPC may co-opt other members to assist with carrying out its functions. These members will be invited to serve for a period of one year, after which time MEPC will review and consider requirements for co-opted membership.
- (e) If from time to time there should be more than 23 members or potential members of MEPC then the longest standing member(s) of the MEPC who are Parent Forum members and who are not officer holders shall resign, to enable new members to participate.
- (f) Subject to (d) and (e) above, there is no restriction on the length of time which may be served by a member of MEPC.

4. ADVISORS AND ATTENDEES

- (a) The Principal Advisor to MEPC is the Head Teacher of the School from time to time who has a right and a duty to attend meetings of the MEPC, or to be represented.
- (b) MEPC may seek the help of other advisors as appropriate.
- (c) The Ward Councillors for Midstocket & Rosemount Ward and for the Queens Cross Ward will be invited to attend MEPC meetings. The meetings are also open to any other Ward Councillor who represents the parents of a child at the School. All such Ward Councillors (in the final category, who have expressed an interest) will receive an invite to the MEPC Annual General Meeting.

5. OFFICE BEARERS

- (a) MEPC will appoint office bearers for each year at the end of its Annual General Meeting (“AGM”). It is recommended that the officers do not serve more than two years but there is no bar on seeking re-election beyond this. The officer bearers will include Chairperson, Vice-Chairperson, Secretary and Treasurer. It is possible to job-share. The officer bearers will be selected from the members of MEPC who are members of the Parent Forum. Further details of the procedures are in paragraph (c).
- (b) The Chairperson will be a parent of a child attending the School. If the child ceases to be a pupil, a new Chairperson will be appointed at the next meeting of the MEPC.
- (c) Nominees for the post of Chairperson must be proposed and seconded. If there is only one nominee, they will be elected unopposed. This will be the first election to take place at the end of the AGM each year. In the event of more than one candidate seeking election to the post, the office holder will be

selected in the first instance by agreement after general discussion, but if agreement cannot be reached a vote will be held by a show of hands, by all the members of the Parent Forum in attendance. In the event of a tie, the Chairperson from the previous year will hold a casting vote.

(d) Nominees for posts other than Chairperson must also be proposed and seconded at the end of the AGM. If there is only one nominee, they will be deemed to be elected unopposed.

(e) If more than one member is nominated as a potential office holder (save in respect of the Chairperson), the officer holder will be selected in the first instance by agreement after general discussion, but if agreement cannot be reached a vote will be held by a show of hands, by all members of the Parent Forum in attendance. In the event of a tie, the Chairperson will hold a casting vote.

(f) If there are no volunteers for a particular officer post, that post may remain open until the next meeting of the MEPC, when MEPC should reach agreement as to how the post should be filled

(g) MEPC may appoint additional officers from time to time to carry out specific roles. These appointed officers need not be members of MEPC. This is quite distinct from advisors referred to in Article 4.

(h) The roles and responsibilities of the office holders of MEPC and of MEPC members are set out in Appendix A. A key part of each officer's role is to ensure thorough and fair representation for all parents.

6. RUNNING OF MEPC

(a) MEPC will endeavor to meet twice every school term

(b) The Chairperson and officer holders are responsible for ensuring that all MEPC members have the opportunity for inclusion in MEPC meetings and activities.

(c) It is recognized that not all members can attend every meeting due to personal and work commitments and this should not disbar them from membership nor from the roles of office-bearer.

(d) There is an expectation, however, that all MEPC members will make a reasonable commitment to the work involved in MEPC including pre-meeting preparation, discussion of agenda items, chairing sub-committees (see 6(f) below), attending external meetings in keeping with the aims of MEPC and reporting back to MEPC. If a member is non-active for a period of six months without good cause then the Chairperson should discuss their continued participation with them.

(e) If a member of MEPC acts in a way that is not in keeping with the aims and objectives of MEPC (see article 2) their membership of MEPC shall be terminated if the majority of the members of MEPC who are members of the Parent Forum agree. Termination of membership will be confirmed in writing to the member.

(f) MEPC may set up sub-committees, either permanent or to address specific issues. Sub-Committees will be chaired by MEPC members and report back to MEPC but will meet and act independently and may include people who are not members of MEPC. Sub-Committees may have their own constitution and their own bank accounts. If the Sub-Committees have their own constitution, this will include details of the roles and responsibilities of the office bearers. One such subcommittee will be the PTA.

7. GENERAL MEETINGS

(a) MEPC will set the date, times and venue for the meetings at the first meeting of each new school year. At this time a date will also be set for the Annual General Meeting of MEPC (see article 8 below) if this has not already been set.

(b) There should be a quorum of at least seven members at each meeting.

(c) All Parent Forum members will be given an opportunity to make suggestions for items they wish MEPC to develop on behalf of the Parent Forum. These items will form the agenda of the general meetings. Members of the Parent Forum are encouraged to attend general meetings of MEPC (subject to Article 11). Members of the Parent Forum who are not members of the MEPC will have the right to speak at the discretion of the Chairperson. All Parent Forum members who wish to contribute or participate to a meeting should intimate their position within a reasonable timescale.

(d) All Members of School staff are welcome at all meetings.

(e) The agenda and any reading material to be read before the meeting will be distributed to all MEPC members within a reasonable timescale. Copies will be available from a range of sources to allow all parents and members of staff in the School to access them easily, including through email cascade.

(f) Should a vote be necessary to make a decision at a meeting (other than in relation to the appointment of office bearers, for which see Article 5 this will be done by a show of hands and each member of MEPC who is a member of the Parent Forum will have one vote, with the Chair having a casting vote in the event of a tie.

(g) Members of the Parent Forum may request an extraordinary general meeting to discuss an issue which parents consider to be of sufficient importance and falls within the aims and objectives of MEPC. Such a meeting will proceed if requested by four members of MEPC who are members of the

Parent Forum, or ten members of the Parent Forum who are not members of MEPC. Such a meeting will be held as soon as is reasonably practicable.

(h) Copies of minutes of all meetings are to be provided to the Parent Forum and to all teachers of the School. Copies will be available from a range of sources to allow all parents and staff to access them easily, including through email cascade.

8. ANNUAL GENERAL MEETING

(a) MEPC must invite all members of the Parent Forum to attend an AGM. A notice of the meeting including date, time, place and agenda will be given to all members of the Parent Forum through a range of sources to allow all parents to access them easily, including through email cascade. This will be undertaken timeously ahead of the AGM.

(b) The annual general meeting will include;

(i) a report on the work of MEPC and any sub-committees formed, including a report by the PTA;

(ii) discussion of issues that members of the Parent Forum may wish to raise;

(iii) approval by the Parent Forum of the accounts of MEPC and of the accounts of subcommittees, including the PTA. Arrangements and responsibilities for the preparation of the accounts and the spending of funds held by the PTA, is to be determined by the PTA constitution

9. ROLE IN INTERVIEWS FOR PROMOTED POSTS

MEPC will provide parent representatives to participate in interview panels for the appointment of members of the Senior Management Team at Mile End Primary School. Representatives must be eligible to participate in this process in accordance with such criteria as from time to time are decided by Aberdeen City Council. The representatives will be chosen by general discussion in the first instance and if no agreement is reached by a vote involving a show of hands of members present at the meeting of the MEPC when panel representation is discussed. The Chairperson having the casting vote in the event of a tie.

10. FINANCE

(a) MEPC will have a bank account. The signatures for the account from time to time will be the Treasurer, Chairperson and Vice-Chairperson. Withdrawals will require the signature of two of the three officers. It is the responsibility of the Treasurer to ensure that necessary changes are made to signatures.

(b) The Treasurer will keep an accurate record of all incomes and expenditures, and will provide a summary of this for each MEPC meeting.

(c) The Treasurer will provide a full written Annual Report for the AGM.

(d) An independent person who will review the accounts prior to the production of the Annual Report for the AGM

(e) MEPC will be responsible for ensuring that all monies are used in accordance with the aims and objectives of MEPC.

11. CONFIDENTIALITY

If a meeting is considered by the Chairperson to contain an issue requiring confidentiality in which case only members of MEPC and the Head Teacher and his/her representative may attend. The minutes of the meeting will be kept but retained as confidential and access to them will be limited. It is expected that this provision will be used sparingly.

12. CHANGES TO THE CONSTITUTION

As MEPC evolves it may be necessary for alterations to be made to the constitution from time to time. Alterations, which the Chairperson considers to be minor, may be made if the majority of MEPC members are in agreement. Any major changes to the constitution should be made at the AGM and a draft of the new constitution should be circulated in the papers relating to the AGM (see article 8).

13. PARENT COUNCIL DISSOLUTION

Should MEPC cease to exist any remaining funds will be passed to the Head Teacher of Mile End Primary School to be used for the benefit of pupils as the Head Teacher sees fit.

Appendix A

Roles and responsibilities of officer bearers

(1) Chairperson

(a) The primary role of the Chairperson will be to guide MEPC to achieve its aims and objectives and to chair meetings of MEPC.

(b) The duties of the Chairperson will include, but not be limited to:

- liaising with the Secretary in respect of agenda and meeting arrangements and ensuring that this is done in accordance with the constitution;
- welcome the members and introduce guests attending meetings;
- chair meetings and facilitate fair discussions allowing every member to participate in debates;
- approve minutes prior to issue and take steps to ensure that decisions and action points are carried out;
- appoint members of MEPC to subgroups with a clear remit to report back to MEPC on specific issues that arise;
- take the lead in ensuring all members of MEPC get the opportunity and support to participate in and lead projects that support School and MEPC aims;
- liaise with the Treasurer to ensure proper financial accounts are maintained by MPEC and that reports on the finances of the MEPC are provided at meetings;
- be a signatory for the MEPC bank account;
- take a lead role in preparing an Annual Report to the Parent Forum for the AGM;
- act as spokesperson for MEPC, and if a subject should be interpreted as controversial, the Chairperson should endeavor to consult with the Vice-Chairperson before making statements to outside organisations.
- ensure that there is thorough representation and inclusion of all parents in the MEPC

(c) Should the Chairperson be temporarily unavailable the Vice-Chairperson will assume the roles and responsibilities of the Chairperson.

(2) Vice-Chairperson

(a) The Vice-Chairperson must be a member of the Parent Forum. The duties of the Vice-Chairperson shall include, but will not be limited to:

- assist the Chairperson in fulfilling their roles and responsibilities to the MEPC;
- deputising for the Chairperson as required and ensure that all the above responsibilities are fulfilled;
- ensure that there is thorough representation and inclusion of all parents;
- be a signatory for the MEPC bank account.

(3) Secretary

- (a) MEPC will elect a person to fulfill the role of Secretary or Clerk.
- (b) MEPC will reserve the right to remunerate any person appointed as Clerk for any reasonable costs incurred in fulfilling their duties. Details of any such costs will be reported annually by the Treasurer at the Annual General Meeting.
- (c) The duties of the Secretary shall include but will not be limited to:
 - making arrangements for meetings and preparing agenda in consultation with the Chairperson;
 - ensuring all interested parties are informed in good time of meetings and are provided with a copy of the agenda, any papers and the minutes of the previous meeting;
 - record attendees at meetings together with any apologies for absence;
 - update attendees about any relevant correspondence received;
 - minute the meeting, recording details of any decisions taken and any further action to be progressed by members of MEPC;
 - ensure minutes are issued to relevant parties;
 - Chairs the meeting if Chair and Vice-Chairperson are not present;
 - ensures that there is thorough representation and inclusion of all parents.

(4) Treasurer

- (a) The Treasurer has a duty to ensure the proper handling of finances of MEPC. The Treasurer will not have responsibilities of the bank accounts of subcommittees where that subcommittee has their own constitution.
- (b) The duty of the Treasurer will include but will not be limited to:
- maintaining a clear and accurate book-keeping system recording details of all income and expenditure of MEPC;
 - maintaining a bank account for MEPC;
 - reporting to any meeting of MEPC details of any financial transactions since the last report and providing details of sums of money available for future expenditure;
 - arrange in consultation with the Chairperson for the accounts to be checked by an independent person ahead of the AGM.
 - provide a detailed financial statement for the Annual Report to the MEPC at the AGM and answer any queries in respect of the accounts.

(5) Members

(a) All MEPC members have a responsibility to:

- ensure that there is thorough representation and inclusion of all parents;
- fully participate in the business of MEPC and to support the Chairperson in pursuing the organisation's aims and objectives,;
- this participation and support may include forming sub-committees to progress specific issues affected MEPC, and members of MEPC may be assisted in these sub-committees by any member of the Parent Forum or such other persons as may be deemed suitable by MEPC. Members will report their progress to the Chairperson at any subsequent meeting of the MEPC.