

Parent Council Constitution

Friends of Durris Primary and Crossroads Nursery

1. Name

The Parent Council shall be known as Friends of Durris Primary and Crossroads Nursery (often simply referred to as the Parent Council, PC)

2. Aims of the Parent Council

- a) To function as the business committee of the parent forum and to report to the parent forum at least annually after the AGM
- b) Promoting close co-operation and communication between parents and school staff
- c) Promoting equality and fairness as the The Equality Act 2010 (See Equality and Fairness Policy – all members must sign)
- d) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- e) Developing ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes, in line with the Parental Involvement Act 2006.
- f) To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.
- g) To oversee the running of our subgroups as per our Group Structure document (appendix 1): and ensure all subgroups act in line with the parent council aims. These subgroups are:
 - The Parent Teacher Association
 - Running Club
 - Durris Dolphins Swimming club
 - Durris Primary School Football club

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.

4. Annual General Meetings

The Annual General Meeting (AGM) shall be held in Term 1 (usually August/September) each year. 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)
- 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) Reports and accounts from each subgroup
- f) election or appointment of members to serve on the Parent Council and its subgroups

At all general meetings, voting shall be based on 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 Annual General Meetings, **the quorum shall consist of 5 people**. The quorum is members of the Parent Forum who attend, not just the PC Committee.

The Parent Council (according to a majority vote) or at least 50% of the Parent Forum shall have power to call an Extraordinary General Meeting.

5. Membership

The membership of the Parent Council consists primarily of parents/carers of children attending Durris Primary School and/or Crossroads Nursery, as selected by the Parent Forum at the Annual General Meeting in Term 1. They shall be elected for a one-year term and be eligible for re-election.

Parents/carers of children at the school/nursery shall always form the majority of the Parent Council.

The Committee election process:

- A minimum of 9 parents/carers from the parent forum shall be elected and announced at the AGM. There is no maximum.
- The election/voting process is coordinated by the outgoing parent council and can include votes made by post, text, email, or in person.
- The parent forum will have a 2-week notification period to select their representative from the nominees put forward.

The Parent Council may form sub-groups by inviting members of the parent forum to carry out specific roles and tasks. In doing so and acting in line with Parent Council aims and policy, the benefits from Connect Membership are conveyed to the subgroups.

The Parent Council can co-opt up to 4 members (as long as this is less than two thirds of the parent council membership) who can bring specific skills or perspective to the group e.g. community partners, teaching and support staff members. These members can serve for 1 year but do not have voting rights on the parent council. Although they retire at the AGM, they are eligible to be co-opted for a further year's term.

Members of the parent council are accountable and answerable to the parent forum.

The Office Bearers will be Chairperson, Deputy Chair, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM. If they stand down during the year, replacements can be co-opted to the office bearer role.

- Each Office Bearer must have a child currently attending Durris Primary School or Crossroads Nursery. If this ceases to be the case, they must stand down so a replacement can be appointed/elected.
- 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.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council, but does not have voting rights. If the headteacher is unable to attend, a representative may do so. The meeting can still go ahead if neither the Headteacher nor a representative can attend.

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

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

Members of the parent council and all subgroups are expected to act in line with the aims of the parent council and not to bring the groups into disrepute (Please refer to our **Code of Conduct**). If a member is considered to have acted unfavourably, an Extraordinary Meeting should be called for the parent council to consider and vote on the termination of that individual's membership. Any resulting termination will be confirmed in writing to the relevant individual.

6. Ordinary Meetings

Meetings of the Parent Council shall be held as required, usually at least once in each school term, twice in the two long terms i.e. 6 per school year. **Meetings may take place virtually (eg online) and/or in person.**

At all meetings of the Parent Council, **3 committee members shall form a quorum. One of the quorum should include the Chair or the Depute Chair.**

A Quorum is only valid if all the Parent Council members 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.

Agendas will be available for every meeting and will be created in consultation with the parent forum, members of the parent council and the headteacher. Items for the agenda should be submitted to the chair at least one week before the meeting.

Routine business discussed at each meeting includes:

- Agree previous minutes
- Matters arising (Revisit/update) actions from previous meeting
- Headteacher report
- Treasurer's report
- Report from each subgroup
- Separate items of business (new agenda items in order of importance)
- Correspondence
- AOCB e.g. apologies, planning

7. Finance

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.

The Treasurer 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. This does not need to be done by a professional auditor. An "independent examiner" is required to sign off the accounts e.g. a local resident who has some financial knowledge but is independent from the PC, nor related to a member. The Treasurer should report on finances at every meeting.

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.

It is good practice to consult the Parent Forum, the staff and pupils over large items of expenditure. Fundraising should not be used for core educational provision. A report should be made to the Parent Forum at the AGM of what's been bought.

Subgroups may maintain independent financial accounts, but they too should be reported to the Parent Council at each Ordinary and Annual General Meeting.

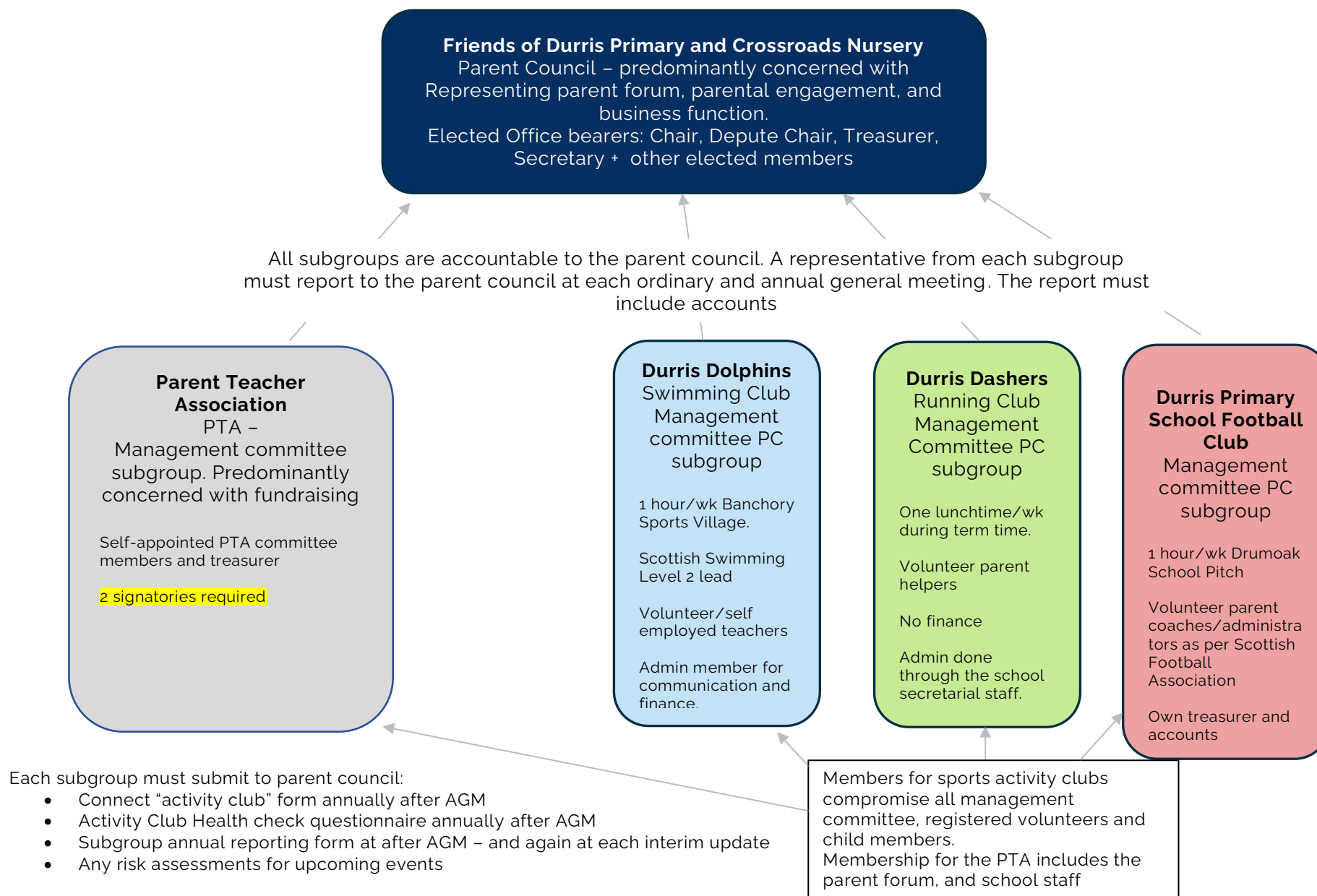
8. Changes to the Constitution

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.

9. Dissolution

In the event that the Parent Council or any of its subgroups cease to exist, any remaining funds pass to Durris Primary School & Crossroads Nursery School Improvement Fund, or similar organisation agreed before dissolution.

Friends of Durris Primary and Crossroads Nursery - Organisational structure and subgroup constitutions



Subgroup - The Parent Teacher Association

1. The Parent Teacher Association shall be referred to as the PTA
2. The aims of the PTA are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority).
3. The PTA shall have the power to form (self-appoint) a Management Committee (including treasurer) which will have the power to do anything considered by the Committee to be in furtherance of the aims. There must be at least 2 management committee members who are then also members of the parent council. PTA Committee members should be appointed at the PC AGM. Specific powers include:
 - to raise funds and invite and receive contributions in furtherance of the aims of the PTA
 - to purchase, retain and sell any assets of any description
 - to pay from the funds of the PTA all the proper costs and expenses incurred by the Committee in establishing and administering funds of the Association.
 - to reimburse themselves out of the funds of the PTA created in the performance or exercise of their duties and powers
 - to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the Committee, required for the carrying out of the purposes of the Association
4. The Members of the PTA shall comprise all parents/carers of children attending the school/nurse and all staff employed at the school. The PTA committee runs the PTA on behalf of the members, meeting as required.
5. A PTA committee representative must report (including accounts) to the Parent Council at each ordinary and Annual General Meeting of the Parent council. Paperwork must be submitted to the parent council as outlined in the organisation structure flow chart.
6. All members are subject to the constitution of the PC must act in line with the Parent Council Aims, Code of Conduct, The Equality & Fairness, Data Protection and Child and Vulnerable Group Protection Policies. Any events must be risk assessed in line with the conditions of Connect Membership Insurance Terms and Conditions. Each risk assessment (Use Connect Template) should be submitted to the parent council prior to the event. An incident log must be kept for each event.
7. There must be two signatories for cheque and online financial transactions (e.g. by countersigning expenses payments or invoices for payments). At least 2 committee members should always count money following an event and sign off a record of the takings. Accounts should be independently examined each year, in line with the PC constitution. The income of the PTA shall be applied solely towards the objectives of the PTA. All monies shall be lodged in a bank account in the name of the club.
8. Decisions on significant spending should be made in conjunction with the parent council, ideally with staff, pupil, and parent forum engagement.

Subgroup – Durris Dashers Running Club

1. A parent volunteer group which aims to provide a weekly running session for children attending Durris Primary School. These sessions take place at a lunchtime in the school day on the roads and woodland immediately adjacent to Durris Primary School.
2. Has the powers to:
 - Utilize school administrative resources to communicate with the parent forum regarding club registration and events.
 - Collect registered children for their running club session and return them at the agreed times in liaison with the school, parent forum and parent council.
 - Liaise with other organisations appropriately e.g. Jog Scotland and Active Schools
 - Notify the parent forum of formal events children may wish to enter.
 - Arrange for parent volunteers to assist in the running of the club
3. There must be a named lead volunteer for Durris Dashers running club who is a member of the parent council. This person should be appointed at each PC AGM and is responsible to ensuring policy and reporting is adhered to.
4. All members and volunteers must act in line with the Parent Council Aims, Code of Conduct, The Equality & Fairness, Data Protection and Child and Vulnerable Group Protection Policies. Membership is open to any individual, so long as they comply with this constitution.
5. Running club should be risk assessed in line with Connect Membership Insurance Terms and Conditions. Each risk assessment (Use Connect Template) should be submitted to the parent council prior to the event/session. An incident log must be kept for each event.
6. There are no finances associated with Durris Dashers Running Club
7. A Durris Dashers member or representative must report to the Parent Council at each ordinary and Annual General Meeting of the Parent council. Paperwork must be submitted to the parent council as outlined in the organisation structure flow chart.

Subgroup – Durris Dolphins Swimming Club

1. A not-for-profit group which aims to provide a weekly 30-minute swimming lesson to any children attending Durris Primary School, during term time.
2. Durris Dolphins is affiliated to Scottish Swimming
3. Objectives:
 - Source suitable teachers and arrange their disclosure and training
 - Organise, manage, and develop children's swimming for members of the club
 - Communicate to parents/carers of children attending the lessons
 - Charge a reasonable fee for the lesson, to cover costs for any expenditures for the group
 - Liaise with Banchory Sports Village and act in line with their procedures and policies.
 - Arrange a rota of parent-helpers for attendance monitoring and general poolside assistance.
4. The Management Committee for Durris Dolphins must include a named Lead Swimming teacher (of Level 2 Scottish Swimming certification). There must be two named signatories on the bank account. These individuals must be appointed at each PC AGM. Swimming teachers may be volunteers or self-employed. The subgroup and therefore the parent council is not an Employer.
5. All members and volunteers must act in line with the Parent Council Aims, Code of Conduct, The Equality & Fairness, Data Protection and Child and Vulnerable Group Protection Policies. All members and volunteers are subject to the constitution of the PC and the regulation of the National Governing Body (Scottish Swimming). Membership is open to any individual, so long as they comply with this constitution. Members will be either:
 - Swimming teacher (qualified)
 - Volunteer
 - Swimming pupil
6. The management committee, in consultation with the parent council shall be entitled to:
 - Refuse application for membership on the grounds that such membership would be prejudicial to the objectives of the club
 - Refuse renewal of any existing membership or terminate or suspend any membership for good and sufficient reason, providing the member concerned shall have the right to be heard by the full management committee before a final decision is made.
 - The member may apply for reinstatement at the next Annual General Meeting
 - Any member who fails to pay their fee shall be suspended until fees are paid
7. Swimming club sessions should be risk assessed in line with Connect Membership Insurance Terms and Conditions. Each risk assessment (Use Connect Template) should be submitted to the parent council prior to the event. An incident log must be kept for each event/session.
8. There must be two signatories for cheques and online financial transactions (e.g. by countersigning expenses payments or invoices for payments). Accounts should be independently examined each year, in line with the PC constitution. The income of the club shall be applied solely towards the objectives of the club. All monies shall be lodged in a bank account in the name of the club.
9. Decisions on spending should be made in conjunction with the parent council, ideally with staff, pupil, and parent forum engagement.

10. A Durris Dolphins member or representative must report to the Parent Council at each ordinary and Annual General Meeting of the Parent council, including a report on the accounts. Paperwork must be submitted to the parent council as outlined in the organisation structure flow chart.

Subgroup – Durriss Primary School Football Club

1. A not-for-profit group which aims to provide an hour weekly football training session and opportunities for matches to children attending Durriss Primary School and registered to the club, during term time.
2. Objectives:
 - Organise, manage and develop children's football for members of the club.
 - Source suitable coaches/volunteers and arrange their disclosure and training
 - Communicate to parents/carers of children attending the lessons
 - Charge an annual membership fee, to cover costs for any expenditures for the group.
 - Secure an appropriate sponsor for football strips
 - Provide/secure training and playing facilities for its members.
 - Enrol as members of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams.
 - Promote and maintain the highest standards of technical competence and safety in the sport
 - Uphold the rules of the sport
 - Provide equal opportunities for successful participation for all children at Durriss Primary School.
 - To promote the sport.
3. Is affiliated to The Scottish Football Association (SFA)
4. All members are subject to the constitution of the PC and the regulation of the National Governing Body (the SFA). Membership is open to any individual, so long as they comply with this constitution. Essential management committee members for this subgroup must include a Lead Coach who must have achieved the Scottish Football Association Levels 1.1. qualification, and a treasurer. The individuals must be appointed at each PC AGM. Further changes during the year must be reported and minuted at an ordinary PC meeting. Members shall be enrolled in one of the following categories:
 - Nonplaying/associate member (non-competing)
 - Coach (qualified)
 - Volunteer/Helper
 - Junior member
5. Coaching standards:
 - All coaches must have PVG/Disclosure completed and approved
 - SFA badge level 1, Early Touches
6. All members must act in line with the Parent Council Aims, Code of Conduct, The Equality Act 2010 and The Parent Council Data Protection Policy, Child Protection Policy and Aberdeenshire Council for the use of their premises.
7. The management committee, in consultation with the parent council shall be entitled to:
 - Refuse application for membership on the grounds that such membership would be prejudicial to the objectives of the club
 - Refuse renewal of any existing membership or terminate or suspend any membership for good and sufficient reason, providing the member concerned

shall have the right to be heard by the full management committee before a final decision is made.

- The member may apply for reinstatement at the next Annual General Meeting
- Any member who fails to pay their fee shall be suspended until such fees are paid.

8. Club sessions and matches should be risk assessed in line with Connect Membership Insurance Terms and Conditions.
9. There must be two signatories for cheques and online financial transactions (e.g. by countersigning expenses payments or invoices for payments). Accounts should be independently examined each year, in line with the PC constitution. The income of the club may be applied only towards the objectives of the club. All monies shall be lodged in a bank account in the name of the club.
10. Decisions on significant spending should be made in conjunction with the parent council, ideally with staff, pupil, and parent forum engagement.
11. A Durris Football club member or representative must report to the Parent Council at each ordinary and Annual General Meeting of the Parent council, including a report on the accounts. A subgroup reporting form (Appendix 2) must be completed and submitted to the PC after the AGM and after any changes are made at a later date.

Subgroup Annual Reporting Form – Friends of Durris Primary and Crossroads Nursery

Name of Subgroup:	
Named lead:	
School Year:	
Date form completed:	

Management Committee Member Name (PC member)	Role	Qualification	Disclosure status

Name of nonmember involved	Role	Qualification	Disclosure status

Named Signatories (at least 2)	

All members of subgroup have signed and read the following policies	Sign as read and agreed
Parent Council Constitution + Organisational structure & Subgroup constitution	
Equality and Fairness Policy	
Code of Conduct	
Parent Council Child Vulnerable Groups Protection Policy for members and volunteers	
Data Protection Policy	

The subgroup is up to date with recommended policy and procedure for any other affiliated body: yes/no or NA (please provide details e.g. links)
 The subgroup has an up-to-date risk assessment for usual meetings: yes/no or NA (please attach)
 The subgroup risk assesses addition events: Yes/No/not applicable (please submit risk assessments to the parent council).
 Please attach and Activity Club Health Check and any other relevant policy document e.g. COVID policy, emergency policy