**FISHERMOSS PARENT STAFF COUNCIL**

**CONSTITUTION**

This is the constitution for The Fishermoss Parent Staff Council which will hereafter be referred to as ‘The Parent Staff Council’. Throughout this document the term ‘parent’ shall be taken as meaning parent, guardian or full time carer of any child currently attending Fishermoss School.

**AIMS:**

* To promote and work in partnership with the school, its pupils, and all its parents and the wider community to create a welcoming school.
* To promote co-operation and communication between parents and staff.
* To engage in activities which support and advance the interests, education and welfare of the pupils attending the school including providing or assisting in provision of facilities to enhance education at the school.
* To 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.

**MEMBERSHIP:**

All parents of children currently attending Fishermoss School shall be included in the membership of The Parent Staff Council.

All staff members will be encouraged to attend meetings however they do so in an advisory capacity and will not have voting rights unless also a Parent of a child currently attending the school.

**ASSOCIATE MEMBERSHIP:**

The Committee may invite local community representatives to attend meetings or assist with activities however they will not be eligible to vote on Parent Staff Council Business.

**COMMITTEE:**

The Committee exists to represent the members and further the aims of the group.

The Committee shall consists of:

 Chairperson Vice Chairperson Treasurer

 Secretary Uniform Co-Ordinator Purchaser

The Committee shall be elected at an AGM and serve for a period of one year. They may be eligible for re-election but not serve more than consecutive 3 years in any one position. Each role may be filled by up to two individuals in a role-share capacity by agreement of the members.

All Committee members are required to hold a current PVG membership which will be provided by The Parent Staff Council.

The Parent Staff Council may co-opt up to four non-parent members to assist the Committee in carrying out their duties however they will not have voting rights and the number of members serving on the Committee must always exceed the number of co-opted persons.

If a member of the Committee fails to attend three consecutive meetings without giving a reason / apologies then they will have deemed to have resigned from the Committee and their position will be filled.

If a member of the Committee acts in a way that is considered by a majority of the other members to undermine the objectives of The Parent Staff Council, their membership of the Committee shall be terminated. Termination of their membership shall be confirmed in writing to the member.

**SUBCOMMITTEES:**

The Parent Staff Council may set up subcommittees for specific purposes. Where it does so, the Office Bearers shall provide a written remit for the subcommittee.

**ANNUAL GENERAL MEETING (AGM):**

An AGM should take place within one month the start of each new school session (usually September). All members will be notified in advance of the meeting. A quorum of at least six voting members must be present to hold an AGM.

At the AGM the outgoing Committee should make a report on the previous year’s activities, this should cover as a minimum:

* a summary of the financial performance of the group
* a summary of any outstanding issues / financial commitments
* a summary of the previous year’s activities

The outgoing Treasurer is required to provide an audited copy of the accounts which must be accepted by the membership.

Election / re-election of a Committee can then be held.

**GENERAL MEETINGS:**

Meetings shall take place at least once per term.

A quorum of at least five members with voting rights are required to hold a general meeting at least two of which must be office bearers.

All members attending will have one vote on any required issues with the Chair Person only voting in the event of a tie.

Where a time sensitive decision is required that fall between agreed meetings dates then an electronic vote may be called by the chairperson or the vice chairperson. In these situations, a minimum of 50% of those attending the previous meeting are required to pass the vote.

Dates for general meetings shall be made available to the complete membership at least 2 weeks before the meeting.

The agenda / minutes of general meetings should be laid out in such a way to clearly show those items which are dealing with fund raising issues and those which are dealing with school policies.

**MINUTES OF MEETINGS:**

The Secretary shall be responsible for keeping accurate minutes of all meetings. Copies of the minutes of all The Parent Staff Council meetings shall be made available to all members at least one week prior to the next meeting.

**FINANCE:**

The funds of The Parent Staff Council will be lodged in a Bank or Building Society in the name of The Parent Staff Council. Cheques will be drawn against the names of two Committee members. The books will be brought to balance six weeks prior to the AGM by an independent Auditor.

The committee will be responsible for ensuring that all property and money received by and for The Parent Staff Council is used to further the aims of The Parent Staff Council.

The committee and Head Teacher or their representatives will liaise over spending of funds and the school will provide details for inclusion in the annual accounts. Any surplus at the end of the school year to be retained by The Parent Staff Council.

A committee member may spend up to £30 without the prior approval of the members and receive recompense on the production of a suitable receipt. Should the committee deem the expense not to be in keeping with the aims of The Parent Staff Council then they reserve the right to withhold payment.

**CHANGES:**

Changes or additions to the constitution must be made at the AGM, or EGM called for that purpose.

**DISSOLUTION:**

In the event that The Parent Staff Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school.