



FISHERMOSS PARENT STAFF COUNCIL CONSTITUTION

This is the constitution for the Fishermoss Parent Staff Council which will hereafter be referred to as 'The PSC'.

- Throughout this document the term 'Parent' shall be taken as meaning as any parent, guardian, or carers with parental rights and responsibilities, of any child currently attending Fishermoss School.
- 'Parent Forum' as used in this Constitution shall mean all Parents of children currently attending Fishermoss School .
- The Parent Forum makes up the membership of the PSC. Each of the Parent Forum shall be known as a 'Member' for the purposes of this Constitution.
- 'Committee Members' are those elected to a post in the PSC Committee.

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.

COMMITTEE:

Members of the Parent Forum shall be elected to form a PSC Committee.

The Committee exists to represent the membership, and further the aims of the PSC.

The Committee shall at the very minimum consist of a Chairperson and a Treasurer

The Fishermoss PSC Committee will ideally consist of the following posts as deemed necessary:

Chairperson

Administration Secretary

Uniform Co-Ordinator

Vice Chairperson

Minutes Secretary

Purchaser

Treasurer

Volunteer Co-Ordinator

On being provided with notice of the proposed AGM in accordance herewith, Parents can nominate themselves or be nominated by another Parent or Parents in writing prior to the AGM. Any Parent can volunteer to be a Member of the PSC and all Parents can take part in the selection of PSC Committee Members at the AGM.

The Committee Members shall be elected at an Annual General Meeting (AGM) and will serve for a period of one year. Each Committee Member shall be a Parent. If the child ceases to be a pupil or should a vacancy arise for any other reason, a Committee Member will be elected at the next PSC meeting.

Committee Members will be eligible for re-election but should not serve more than 3 consecutive years in any one position and must be a Parent of a child at Fishermoss at all times. Each role may be taken by up to three individuals in a role-share capacity with the agreement of the voting Members present at the AGM.

If a position is unable to be filled at the AGM the current role holder may continue for a period not exceeding 3 years, but only until such time as another Member agrees to take up the role. When any role is being undertaken by an individual in excess of 3 years, then the re-advertisement of the position needing to be filled will be raised as an item on the agenda at every General Meeting of the PSC until such time as the role has been taken up by a new Member.

The PSC may co-opt up to four non-Parent individuals 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 Committee Member fails to attend three consecutive meetings without giving a reason/apology, then they will have deemed to have resigned from the Committee and their position will be filled.

If a Committee Member acts in a way that is considered by a majority of the other Committee Members to undermine the objectives of the PSC, their membership of the Committee shall be terminated. Termination of their membership shall be confirmed in writing.

SUBCOMMITTEES:

The PSC may set up subcommittees for specific purposes. Where it does so, the Committee shall provide a remit for the subcommittee.

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 PSC business.

MEETINGS

The head teacher has a right and a duty to attend meetings or be represented by another member of staff. The head teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the PSC.

All staff 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.

Agendas will be available for every meeting and will be created in consultation with the Members of the PSC and the headteacher.

Items for the agenda should be submitted to the Chairperson at least one (1) week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.

For individual requests of an unusual nature or with a required contribution from the PSC of £500 or over, these must be submitted to the Chair at least 2 weeks prior to a meeting for consideration by the Committee or wider PSC Members.

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 at least two (2) weeks in advance of the meeting. All Members attending will have one vote on any required issues and resolutions shall be passed by a simple majority vote of those present. The Chairperson has both a deliberate and casting vote – one vote as a Committee Member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

A quorum of at least five voting Members must be present to hold an AGM, one of whom should be the Chair or Vice Chair.

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 PSC;
- a summary of any outstanding issues / financial commitments; and
- 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 Members.

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

GENERAL MEETINGS:

Meetings shall take place as required, but 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 Committee Members.

All Members attending will have one vote on any required issues with the Chairperson 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 of the Committee may be called by the Chairperson or the Vice Chairperson. In these situations, a minimum of 50% of those PSC members attending the previous meeting are required to pass the vote which should be recorded at the next meeting

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.

EXTRAORDINARY GENERAL MEETING (EGM):

An EGM may be called if there is the need to discuss any other important or urgent matters.

An EGM can be called by a Member (if approved by the majority of voting PSC Members).

The Chairperson must give at least seven (7) days' notice to the membership that the EGM is happening. A quorum of at least five Members with voting rights are required to hold a general meeting at least two of which must be Committee Members.

MINUTES OF MEETINGS:

The Minutes Secretary shall be responsible for keeping accurate minutes of all meetings. Copies of the minutes of all the PSC meetings shall be made available to all Members at least one week prior to the next meeting.

In the absence of a Minute Secretary, any Member may take the minutes of the meeting and issue them in accordance with the requirements herein.

FINANCE:

The funds of The PSC will be lodged in a Bank or Building Society in the name of Fishermoss Primary School PSC. 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. Payments are authorised to be made by the Treasurer alone by bank transfer. A paypal account is linked to the account to allow funds to be transferred by this method.

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

The committee and Head Teacher, or their representatives, will liaise over the 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 PSC then they reserve the right to withhold payment.

CHANGES:

Changes or additions to the constitution can be made after review and discussion (if required) at a PSC meeting. Prior to that meeting, the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

Consent from at least two thirds of the Members present at a meeting is required to approve any amendments to the constitution.

CONFIDENTIALITY

The work of the PSC will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the PSC only.

Matters relating to issues of a confidential nature will not be recorded in an 'open' minute, but will be recorded and retained in a 'closed' minute by the Chairperson (this includes meetings relating to the termination of a Committee Members post). In such circumstances, the 'closed' minute should carry an appropriate protective marking.

Data held as part of a PSC's work should be held under appropriate GDPR (EU) 2016/679 guidance.

Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at PSC meetings.

SUSPENSION:

If at the AGM no Committee can be formed, then within the following 3 months 2 further attempts will be made to form a new committee of Members.

If no Committee can be formed within this time then the PSC will be suspended for that academic year, with the funds of the PSC held within the PSC bank account and be made available to be used at the head teachers discretion for the benefit of the children at the school.

DISSOLUTION:

If after one year has passed with the PSC in suspension, i.e. a committee cannot be formed for two consecutive AGMs, then the PSC will be dissolved and the funds directly transferred to the school.