



St Bride's Primary School & Nursery Class Parent Council

Constitution

Johnson Drive, Cambuslang, South Lanarkshire, G72 8JR



1. Name

The name of the organisation shall be St Bride's Primary School & Nursery Class Parent Council ("the Parent Council").

2. Aims

The aims of the Parent Council are to:

- Promote partnership between parents/carers, the school, the parish and the wider community.
- Advance the education and wellbeing of pupils attending St Bride's Primary School & Nursery Class.
- Support the school in maintaining and developing its Roman Catholic ethos and values.
- Represent the views of parents and carers in matters relating to the education and welfare of pupils.
- Encourage parental involvement in the life and work of the school.

3. Status

The Parent Council is an unincorporated association.

The aim of this Constitution is to support the open, inclusive and democratic representation of the Parent Forum, ensuring that all parents and carers have the opportunity to participate in and contribute to the life of the school. It is aligned with the Scottish Schools (Parental Involvement) Act 2006 and, where appropriate, reflects the principles and requirements associated with charitable status.

4. Powers

To support its aims, the Parent Council may undertake any lawful activities it considers appropriate, including fundraising, applying for grants and other funding opportunities, organising events, and establishing sub-committees where required.

The Parent Council shall have the authority to take any action it considers necessary to further its aims, while ensuring it continues to represent and reflect the views of the Parent Forum.

5. Membership

All parents and carers of children attending St Bride's Primary School & Nursery Class are members of the Parent Forum. Any member of the Parent Forum can request to join the Parent Council.

The Parent Council shall consist of no fewer than six and no more than sixteen parent/carer members. Parents/carers will always form the majority. Up to four additional non-voting co-opted members may be appointed.

A member may leave at any time following notification to the Chairperson.

A Parent Council member who ceases to have a child attending St Bride's Primary School or Nursery Class will cease to be a member of the Parent Forum and shall step down from the Parent Council.

6. Office Bearers and Trustees

The Office Bearers of the Parent Council shall be elected annually at the Annual General Meeting (AGM) held in September and shall serve for a term of two years. Office Bearers shall be eligible for re-election. The Office Bearer positions must be filled by parents and carers.

The Parent Forum will be notified of any vacancies, including members seeking re-election at least two weeks before the AGM.

The Office Bearers shall consist of:

- Chairperson
- Secretary
- Treasurer
- Any additional roles deemed necessary by the Parent Council

The Parent Council may agree for any Office Bearer role to be shared by two individuals. Such arrangements must be approved at the AGM.

Should an Office Bearer resign or otherwise be unable to continue in their role during the school year, any replacement appointment shall be approved at an Extraordinary General Meeting (EGM).

Following the first meeting of each academic year, the Chairperson will provide the local education authority with an updated list of Parent Council members and office bearers.

The Head Teacher, or a nominated representative, shall have both the right and the responsibility to attend meetings of the Parent Council.

Each Parent Council member shall have one vote. Decisions shall be made by a simple majority of those present and entitled to vote.

The Chairperson shall have a deliberative vote as a member of the Parent Council and, in the event of an equal number of votes being cast for and against a motion, shall have a casting vote.

The Secretary shall be responsible for ensuring accurate recording of discussions and that actions are taken and maintained for all Parent Council meetings. Associated documentation shall be made available to members of the Parent Forum upon request.

Where the Secretary is unable to attend a meeting, responsibility for their role may be delegated to another member of the Parent Council.

If any Office Bearer fails to attend three consecutive meetings, their position shall be reviewed by the Parent Council.

7. Meetings

Meetings consist of an Annual General Meeting and ordinary meetings. A quorum shall be one-third of Parent Council members with a minimum of three.

AGM

The Annual General Meeting of the Parent Forum will be held in September of each year. The Parent Council must give notice of the meeting including date, time, and place 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 any subcommittee(s) if relevant;

Selection of the new Parent Council.

Ordinary Meetings

The Parent Council will normally meet monthly during the academic year and at least once per school term. Meetings may take place virtually (eg online) and/or in person. Should a vote be necessary, each member of the Parent Council, excluding co-opted members, will have one vote with the Chairperson have a casting vote in the event of a tie.

An agenda will be prepared and shared with the Head Teacher at least one week before each meeting.

Parent Council meetings will normally be open to members of the Parent Forum, both in person and online. Where a matter is deemed confidential, the Parent Council may consider it in private, with attendance limited to those required for the discussion.

Invited guests may attend Parent Council meetings but shall not be members or representatives of the Parent Council.

8. Finance

The Parent Council shall operate on a non-profit basis, with all income, donations and assets used solely to further its purposes.

The majority of the funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council, although a small amount of petty cash may be held. Cheques shall be issued, or cash withdrawals made, using the signatures of at least two named Parent Council members who will be registered as authorised signatories. The two named people will be agreed at the AGM each year. For electronic banking or card purchases, transactions shall be carefully recorded and shared at meetings. As the Treasurer is responsible for the Parent Council accounts and reporting, it is a role that cannot be delegated to another member. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The accounts shall be reviewed by an individual who is independent of the Parent Council in advance of the AGM. The Treasurer should report on finances at every meeting, either in person or in writing to the Chairperson. The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Council shall be applied for the aims of the Parent Council.

No member shall receive any payment or financial benefit other than reimbursement of approved expenses incurred on behalf of the Parent Council. All expenditure must be approved by the Parent Council.

9. Safeguarding

The Parent Council is committed to safeguarding and promoting the welfare of children and young people. Parent Council members and volunteers undertaking roles that require PVG Scheme membership will consent to the appropriate PVG membership being maintained in accordance with current legislation and guidance.

10. Communication

The Parent Council will maintain effective communication with the Parent Forum and wider school community through appropriate channels, including the school website, email and social media, ensuring information is shared in a timely, accessible and inclusive manner.

11. 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 (shared two weeks in advance of the meeting) and be approved by not less than two thirds of all parents/carers present. The constitution will be reviewed annually at the AGM.

12. Dissolution

Upon dissolution of the Parent Council, any remaining funds or assets shall be applied for the benefit of St Bride's Primary School & Nursery Class and its pupils for the purpose of advancing education for the benefit of families or pupils at the school.

Where charitable status applies, any assets shall be distributed in accordance with the relevant charitable requirements. Under no circumstances shall funds or assets be distributed to members of the Parent Council or Parent Forum.

13. Adoption

This constitution was adopted by the Parent Council of St Bride's Primary School & Nursery Class on:

Date: 09/09/2026

Chair: Paula Fredrick Nicola Ewing

Secretary: Laura Robertson

Document drafted – September 2026

Constitution agreed at AGM – 9 September 2026