

1) NAME

- a) The name of the Parent Forum (PF) shall be Bruntsfield Primary School (BPS) Parent Forum.

2) MEMBERSHIP

- a) The membership of the PF shall consist of all the parents or carers with children attending BPS.

3) OPERATION

- a) The activities of the PF shall be co-ordinated by a committee which will be called the Parent Council (PC). The PC will have the power to act on behalf of the PF, to co-opt members and to create sub-groups, as required, to undertake the work of the PC.

4) OBJECTIVES

- a) The objectives of the PF, as conducted by the PC, are:
 - i) To work in partnership with BPS and to foster a welcoming environment which is inclusive for all parents and carers;
 - ii) To identify and represent the views of the PF on the education provided by BPS and other matters affecting the education and welfare of the pupils;
 - iii) To develop and engage in activities, including fundraising, which support the education and welfare of the pupils;
 - iv) To further pupils' wider education through the organisation of clubs which they may join; and
 - v) To facilitate and enhance communication across the PF, and between the PC and the PF and BPS.

5) PARENT COUNCIL

- a) The PC shall comprise a minimum of 10 and a maximum of 25 members.
- b) The office bearers of the PC shall be the Chair, Vice Chair (optional), Secretary, Treasurer and Clubs Organiser. The Chair must be a parent of carer of a pupil at BPS. Any of the office bearer posts may be shared by multiple members of the PC (eg dual Treasurers).
- c) Office bearers and co-opted members who are members of the PF will be deemed to be members of the PC.
- d) Any member of the PF can volunteer at the AGM to be a PC member (or send their intention to volunteer by proxy).
- e) Any one intending to volunteer to be an office bearer or a co-opted member is encouraged to make their intention known to the Chair and Secretary ahead of the AGM.

6) FORMATION OF THE PARENT COUNCIL AND APPOINTMENT OF OFFICE BEARERS & CO-OPTees

- a) The PC will be formed at the outset of the Annual General Meeting (AGM) from those who have previously expressed an interest in volunteering as office bearers, co-opted members or members, with the remainder being selected from those in attendance at the meeting.

- b) The Chair (or one of the other office bearers deputising in the event of the Chair's absence), will work through each office bearer position in turn, identifying where a volunteer has already put themselves forward, seeking a proposer and seconder for that volunteer, then seeking approval from the meeting to formally appoint the volunteer.
- c) Should there not be a volunteer identified ahead of the meeting, one will be sought from those gathered. This person should then be proposed, seconded and approved as above.
- d) In the case of more than one volunteer expressing an interest in taking on an office bearer position, the Chair will endeavour to reach a compromise, possibly involving splitting the role, or agreeing for one or more of the candidates to step aside. Should this not be possible, and if more than one candidate has a proposer and a seconder in the meeting, it will go to a straight vote of those present, by a show of hands, with the Chair having a casting vote in the event of a tie.
- e) The same process will then be followed to fill the co-opted roles which the PC wishes to renew.
- f) The Chair will then move to fill the remaining places on the PC, up to the maximum of 25, with regular members, first considering those who have expressed interest ahead of the meeting, and then turning to any other participants of the meeting who wish to volunteer.
- g) Should there be more volunteers than places available, the Chair will endeavour to reach a compromise, so that enough volunteers withdraw. If this is not possible, the names of the candidates to fill the remaining member positions on the PC will be written down and drawn from a hat until the maximum number of places have been filled.
- h) PC members agree to stand for one year and will be expected to actively attend meetings of the PC, promoting its work more widely where possible.
- i) The office bearers will serve for a minimum of one year, with a maximum of three years consecutively in any one role. In extenuating circumstances, an office bearer can be replaced during the year by resolution at a PC meeting.
- j) Co-opted positions will run for one year, where they can be renewed, as above. Co-opted roles can be dissolved during the year by resolution at a PC meeting. New Co-opted positions can be created during the year by resolution at a PC meeting. Co-opted positions may be filled from outwith the PF, but these appointees will not be members of the PC.
- k) In order to facilitate smooth succession and running of the PC, should a member of the PC no longer have a child at BPS due to them progressing to secondary school, the member may continue to serve until the AGM in the new school year in which they no longer have a child at BPS, but must stand down at this point.
- l) All appointed office bearers, co-opted members and regular members will be appointed on an elect basis, only taking up their new roles following the end of the regular PC meeting which immediately follows the AGM.
- m) The Secretary will maintain a register of members, office bearers and co-optees.
- n) If it is not possible to fill an office bearer role, the PC will endeavour to fill this role as soon as possible, by resolution at a subsequent PC meeting, but will need to consider whether it can continue its activities in part or in full, communicating this accordingly to the PF in a timely fashion.
- o) Should there be insufficient volunteers to meet the minimum requirement of ten members, the Chair will dissolve the meeting and invite the PF to petition the Secretary to call a Special Meeting to form a new PC.

7) MEETINGS AND WORKINGS OF THE PARENT COUNCIL

- a) The PC assumes delegated authority from the PF to make decisions in order to fulfil the business of the PC in line with its objectives. The PC may set up working groups to facilitate decision making, including informal meetings of the office bearers, co-optees, members of the PC or wider PF, and others, as required. This authority is conveyed in order to allow for practical operation of all aspects of running PC activities. Substantive matters are expected to be put before a meeting of the PC for discussion and approval as a matter of good governance.
- b) Regular PC meetings shall be held as often as necessary and at least once in every school term. The dates of regular meetings will be advised to the PF at least two weeks in advance.
- c) Regular meetings will be minuted and the minutes made available on the PC website within a reasonable period following the meeting, and certainly at least two weeks before the next meeting.
- d) PC meetings shall be open to all members of the PF and the public. The Head Teacher will have a standing invitation to attend all regular meetings, with other staff members welcome and encouraged to attend.
- e) The PC will endeavour to engage with the Pupil Council, meeting at least once a year.

8) AGM & SPECIAL MEETINGS

- a) The Annual General Meeting (AGM) of the PF will be held in September of each year. A notice of the meeting including date, time and place will be advertised to members of the PF at least two weeks in advance.
- b) The AGM will include:
 - i) Approval of minutes of the prior year's AGM;
 - ii) Selection of the new PC elect;
 - iii) The Chair's report on the work of the PC over the year;
 - iv) Consideration of the accounts and the report of the Independent Examiner, with a view to approving the accounts; and
 - v) Consideration of any proposed resolutions or changes to the Constitution.
- c) The AGM will be immediately followed by a regular PC meeting, presided over by the continuing or retiring PC members, office bearers and co-optees, with any newly appointed members assuming their roles following the close of the meeting.
- d) Minutes of the AGM will be circulated with the minutes of the regular meeting which immediately follows it, but will not be approved until the following year's AGM.
- e) A Special Meeting may be called at any time by the PC or by a petition of not less than 60 members of the PF. The PC shall give all members of the PF at least two weeks notice of a Special Meeting, at the same time circulating notice of the matter, or matters, to be put before the meeting.
- f) Minutes of any Special Meeting will be posted on the PC website within two weeks of the meeting and will be approved at the next regular meeting of the PC.

9) QUORUM & VOTING

- a) The quorum for any given regular, annual or special meeting will be drawn from the 25 members of the PC appointed at the AGM, noting that those newly appointed members will

only be members elect until the close of the regular meeting immediately following the AGM.

- b) The quorum for a regular PC meeting shall be five members, at least two of whom must be an office bearer. The quorum for the AGM shall be fifteen members. For any Special Meetings the quorum shall be twenty members, except in the event of a meeting arising after the PF has been invited to petition to form a new PC, in which case the quorum shall be thirty of the sixty required signatories to the petition.
- c) Should a quorum fail to be achieved, the business subject to the quorum will not be transacted and a further meeting will be scheduled and advertised by the PC as soon as possible, but not to be held before two weeks have elapsed.
- d) Should that subsequent meeting also fail to achieve a quorum, the members of the PF will be invited to petition the Secretary for a Special Meeting to appoint a new PC.
- e) The Chair will aim to reach decisions at regular PC meetings, the AGM and Special Meetings by building a consensus through reasoned discussion. However, when required, decisions shall be reached on the basis of a simple majority vote of PC members present by way of a show of hands, including any votes received by proxy, except on constitutional matters (see below). Note that only members of the PC are entitled to vote, not all attendees of the meeting.
- f) The Chair will have a casting vote in the event of a tie.

10) CHANGES TO THE CONSTITUTION

- a) No alteration or addition to the Constitution shall be made except at the AGM or at a Special Meeting convened specifically for that purpose, such proposed changes being specified in the notice calling the meeting, and circulated not less than two weeks in advance.
- b) For any proposed change(s) to take effect, the AGM or Special Meeting must be quorate and the change be approved by not less than two thirds of the members present at the meeting.

11) FINANCE & ACCOUNTS

- a) The PC shall be responsible for ensuring that all monies are used in accordance with the objectives of the PF.
- b) The Treasurer will open one or more bank or building society accounts in the name of the PF for all PF funds. Withdrawals will require the signature (or digital approval) of two office bearers.
- c) The Treasurer will keep an accurate record of all income and expenditure, providing a summary of this for each regular PC meeting.
- d) The accounts of the PF shall be closed on the 31st day of July each year with full consolidated accounts prepared and submitted to the AGM for consideration and approval, having been reviewed by an Independent Examiner, who must not be a PC member.
- e) Should the PF cease to exist, or a PC fail to be formed for at least one full year, any remaining funds will be passed to BPS to be used for the benefit of the widest number of pupils.

12) EQUALITY & ACCESS

- a) All members of the PF will receive equal treatment and access regardless of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic origin, occupation, political persuasion, religion or belief, disability or age.
- b) The PC will ensure that there is equality of treatment for everyone involved in operating or attending events and clubs run by the PC, and in all interactions with the school, local authority and local community.