



1. Name

Victoria Primary School Edinburgh Parent Council, 1 Windrush Drive, Edinburgh EH6 4TN.
Referred to as Parent Council or VPSPC.

2. Aims

- a) The study and discussion of matters of mutual interest and concern relating to the education and welfare of pupils, including the school environment.
- b) Working to improve the educational and welfare experience of pupils including participation in inspections, collaboration with the Headteacher and staff in creating and actioning the school improvement plan and appointment of senior staff.
- c) Promoting equality and fairness of access to education and support for all pupils at the school, including but not limited to The Promise (<https://thepromise.scot/>) and GIRFEC <https://www.gov.scot/policies/girfec/>.
- d) Engaging in activities which support and advance the education and wellbeing of the pupils of the school. This may include providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority).

3. Powers

The Parent Council shall have the power to do anything considered by them to further the aims, remembering that they are there to represent the views of the Parents and carers of pupils at Victoria Primary School Edinburgh.

a) Parent Council shall have the power to form a Fundraising and Events Sub Committee which will be authorised to do anything considered by the Committee to be in furtherance of Aim d.

Specific powers include:

- a) to raise funds and invite and receive contributions in furtherance of the aims of the PC,
- b) to purchase, retain and sell any assets of any description,
- c) to pay from the funds of the PC all the proper costs and expenses incurred by the Committee in establishing and administering the funds of the PC,
- d) to reimburse themselves out of the funds of the PC created in the performance or exercise of their duties and powers,
- e) 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 the aims of the Parent Council.

4. Membership

The membership of the Parent Council consists of parents/carers of children attending Victoria Primary School Edinburgh, and members of the local community who have an interest in furthering the aims of the Parent Council. The Headteacher has a right and duty of care to attend Parent Council and/or ask a deputy to attend.

a) Parent Council welcomes anyone who is involved with the life of Victoria Primary School, including teachers, ancillary staff, members of the Heart of Newhaven and other community groups onto the fundraising and event subcommittee.

5. General Meetings

The Annual General Meeting (AGM) shall be held in August/September each year. The notice calling the meeting shall be sent to the Parents and Carers at least 2 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:-

The work of the Parent Council including PC and Treasurers report.

Approval of the accounts and appointment of an individual who will review the annual accounts.

Report from the subcommittees of activities, fundraising and expenditure

Any resolutions submitted by the Parents and Carers.

Appointment of members to serve as office bearers on the Parent Council.

- ❖ At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members of the Parent Council do not have a vote nor does the headteacher, staff members, councilors or local authority staff attending.
- ❖ At all general meetings, the quorum shall consist of at least 4 parents/carers of current school pupils.
- ❖ The Parent Council or 20 Parents/ Carers shall have the power to call an Extraordinary General Meeting.

6. Parent Council Membership

Office bearers of the Parent Council shall be appointed at the AGM. They shall be elected for a rolling one-year term and be eligible for re-election. Parents shall always form the majority of

the Parent Council.

The Office Bearers will be Chair, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Council at the AGM.

If an office bearer stands down during the year, replacements can be appointed to the office bearer role and voted into a post using an extraordinary general meeting.

- The Parent Council may co-opt additional persons to help carry out its functions at any time. Including work on sub-committees. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.
- 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 Chair (s) shall have a casting vote –The Chair's casting vote shall be used only in the event of a tie.
- The Secretary or minute takers shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to parents and carers. A copy of the minutes of previous Parent Council meetings will be available on the school website for 3 years. Minutes will be circulated to attending members within 2 weeks of the meeting for any amendments.
- An office bearer of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from their post. Those volunteering on the Parent Council, regardless of voting rights, agree to conduct themselves with respect for others and consideration for the good name of the school. Parents council members may be requested to leave meetings and the committee if they act in a way that is not within the aims/objectives of the Parent Council or bring the school or group into disrepute.

7. General Meetings

Parent Council general meetings will be held 4 times a year, 1 for each term. General Meetings will take place virtually (eg online) and the AGM in person. Meeting reminders shall be sent 2 weeks prior to current committee members. Parents/Carers will be informed of this via email and social media with a call for agenda items. The agenda shall be made available 3 working days before the meeting. All Parent Council ordinary meetings shall be open to parents and carers of pupils at the school

8. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other accounts 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, transactions should be carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people, one of which must be a Parent Council office bearer (generally the treasurer). Other members of the Parent Council may be asked to be signatories to provide a pool of people who can sign cheques.

- The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by those present with voting rights. The Treasurer should report on finances at every ordinary Parents Council meeting.
 - o NB: The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of, or related to, a member of the Parent Council and who is 'independent' from the PC.
- The Parent Council shall be responsible for ensuring that all property/money received shall be applied for the aims of the Parent Council.
- The books will be available for Parent Council members to review at any time by request.

9. GDPR policy:

Victoria Primary School Parent Council holds the personal data of all members securely and it will not be shared with anyone else. Victoria Primary Parent Council will only hold personal data for at least 7 years and will delete data that we no longer require. If you would like to know what personal data we hold for you please get in touch. Parents contacting office-bearing members of the committee asking to attend committee meeting consent to having their contact details securely stored.

10. 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 at the AGM.

11. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to The Victoria Primary School Charitable trust and must be used to advance education for the benefit of

families or pupils at the school.

We thank Connect, (Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB) for the provision of the template for this constitution.