

Burnside Primary School Parent Council Constitution

SC043047 Registered charity from 27 March 2012

c/o Burnside Primary
Glenlui Avenue
Burnside
Rutherglen
South Lanarkshire
G73 4JE

1. Name

The Parent Council shall be known as the Burnside Primary Parent Council (often simply referred to as the PC)

2. Aims

The objectives of the Parent Council are:

- to work in partnership with the school to create a welcoming environment which is inclusive for all parents (which term is used to include all parents, guardians and carers of children at the school) and children;
- to promote partnership between the school, its pupils, the parents of children attending the school and the local community;
- to develop and engage in activities which support the education and welfare of the pupils of the school; and
- 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.

3. Powers

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

4. Membership

The membership of the Parent Council consists of any parents/carers of children attending Burnside Primary.

5. General Meetings

The Annual General Meeting (AGM) shall be held in September/October each year. The notice calling the meeting shall be sent to the Parent Forum at least two 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:-

- a) the work of the Parent Council (often as reports from the Chair and the Treasurer)

- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) appointment of office bearers

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending. At all general meetings, the quorum shall consist of 8 parents/carers which must include 2 office bearers.

A Parent Council office bearer or 5 of the Parent Forum shall have power to call an Extraordinary General Meeting.

6. Parent council committee and office bearers

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

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Council at the AGM. The roles can be shared between 2 people if agreed at the AGM. Any changes to office bearers during the school year must be done at an EGM.

The group of office bearers will be known as the parent council committee.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

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 Chairperson shall have both a deliberative and casting vote – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary/PC Clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum. In the event that the secretary is unable to attend a meeting they may delegate minute taking to another member.

An office bearer of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

All office bearers will become members of the protecting vulnerable groups (PVG) scheme and this will be organised by the PVG lead signatory of the Burnside Primary parent council. The lead signatory position will be reviewed annually at the AGM.

7. Ordinary Meetings

Meetings of the Parent Council shall be held as required. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Parent Council 8 members shall form a quorum, which must include 2 office bearers. The minutes of all meetings will be available online for the parent forum to access.

8. Finance

The funds of the Parent Council shall be lodged in a bank, building society or other account 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, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people. The two named people will be agreed at the AGM each year. 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 books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. 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.

The Parent Council will discuss annually and vote at the start of the school year (September/October) as to how funds will be spent each year and a summary of expenditure will be shared at the end of each year with the parent forum. Any changes to the budget greater than £250 during the year requires a vote (minimum 8 members present including 2 office bearers).

The Parent Council has been a registered charity from 27 March 2012 (SC043047) and as such must meet annual reporting requirements of OSCR, the Scottish charity regulator.

9. 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 2 weeks in advance of the meeting) and be approved by not less than two thirds of all parents/carers present (minimum of 8 members must be present, including 2 office bearers). The constitution will be reviewed annually at the AGM.

10. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds pass to Burnside Primary school for the purpose of advancing education for the benefit of families or pupils at the school.

Document drafted - February 2026

Constitution agreed at EGM - 9 March 2026