



## **MEPC Constitution**

### **1 Our Name**

This is the Constitution of Mile-End School Parent Council, to be known as M.E.P.C.

### **2 Our Aims and Objectives**

The core objectives of the Parent Council are:

To work in partnership with the school to create a welcoming and inclusive school.

To promote partnership between the school, its staff, pupils and parents.

To identify and represent the views of parents on the education provided by the school and on any other matter affecting the education and welfare of pupils and use these to form the basis of parent council meetings

To make representations to the Head Teacher, Education Authority or other relevant body on issues relating to parental involvement in education

To promote contact between the school, parent forum, prospective parents, local communities, the Associated Schools Group and others and to support the fundraising arm of the parent council.

To provide parent representatives for interview panels for the selection of promoted staff

To actively promote fundraising for the betterment of the pupils in Mile End School.

To receive gifts and apply for and obtain grants.

To report annually to the Parent Forum

### **3 Membership**

The Parent Council should endeavor to have at least 12 members

At least 60% of the Parent Council will be made up of Parent Forum members.

Any parent, carer or guardian of a pupil at Mile-End Primary School can volunteer to be a member of Mile-End School Parent Council. Where the term parent is used it can be taken to mean parent, carer or guardian.

The roles and responsibilities of parent council members are outlined in Appendix A.

## **Advisors**

The Principal Advisor to the Parent Council is the Head Teacher of Mile End Primary School who has a right and a duty to attend meetings of the Parent Council, or to be represented.

The Parent Council may seek the help of other advisors as appropriate

## **Other members on our Parent Council**

Mile-End School Parent Council may co-opt other members to assist with carrying out its functions. These members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.

The number of parent members on the Parent Council should be greater than co-opted members.

The Parent Council may also set up sub-committees, either permanent or to address specific issues. Sub-committees are chaired by Parent Council members and report back to the Parent Council but meet independently and may include people who are not members of the Parent Council.

The seven ward councilors for Midstocket & Rosemount ward and for the Queens Cross ward will be invited to attend parent council meetings. The meeting is also open to any other ward councilor who represents the parents of a child at Mile-End School and such councilors will receive an invite to the MEPC AGM.

## **Office Bearers**

Mile-End School Parent Council will appoint office bearers which will include Chairperson, Vice-Chairperson, Secretary, Treasurer and Mile End Fundraising (MEF) Chairperson. It is possible to job-share and recommended that MEPC has two Vice-Chairpersons.

Mile-End School Parent Council will be chaired by a parent, guardian or carer of a child attending the school. If the child ceases to be a pupil, a new Chairperson will be agreed at the next meeting.

The Office Bearers will be agreed by the Parent Council members at the first meeting following its AGM and will be selected from the parent members of the parent council.

Office bearers will be re-selected by the Parent Council on an annual basis and it is recommended that the officers do not serve more than two years but there is no bar on seeking re-election.

The role of each officer is described in appendix B. It should be noted that a key part of the officer's role is to ensure thorough and fair representation for all parents.

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Officers will be selected in the first instance by agreement after general discussion but if agreement cannot be reached each officer will be selected by ballot of the parent members present at a meeting of the Parent Council. The election will be organized by the Head Teacher.

If only one member is nominated for each post they will be deemed to be elected unopposed.

If there are no volunteers for a particular officer post, that post may remain open until the next meeting, when the parent council should reach a mutual agreement as to how the post should be filled.

The Parent Council may appoint additional officers from time to time to carry out specific roles. These appointed officers need not be members of the Parent Council.

### **Running of The Parent Council**

The Parent Council will meet at least twice every school term.

It is recognized that not all members can attend every meeting due to personal and work commitments and this should not disbar them from membership nor from the roles of office bearer.

There is an expectation that all parent council members will make a reasonable commitment to the work involved in parent council including pre-meeting preparation, discussion of agenda items, chairing sub-committees, attending external meetings in keeping with the aims of the parent council and reporting back on external meetings they have attended. The Chair and other office bearers will be responsible for ensuring that all parent council members have the opportunity for inclusion in parent council meetings and activities.

If a member is non-active for a period of six months without good cause then the Chair should discuss their continued participation with them.

If a Parent Council member acts in a way that is not in keeping with the aims and objectives of the Council their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.

### **General Meetings (format & timing)**

Mile-End School Parent Council will set the date, times and venue for the meetings at the first meeting of the new school year. At this time a date will also be set for The Annual Meeting if this has not already been set.

There should be a quorum of at least seven members at each meeting, one of whom must be an office bearer.

The agendas and any pre-reads will be distributed one week in advance to all parent council members and will be available to the parent forum on the MEPC website.

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Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

All Parent Forum members will be given the opportunity to make suggestions for items they wish the Parent Council to develop on behalf of the Parent Forum. These items will form the agendas of the general meetings. Agendas will be made available to parents and interested parents may attend meetings containing items of interest to them. Members of the Parent Forum will have the right to speak at the discretion of the Chairperson.

Members of the Parent Forum may request an extraordinary general meeting to discuss an issue which a number of parents consider to be of sufficient importance and falls within the remit of The Parent Council. Such a meeting will proceed if requested by four members of the parent council or ten members of the parent forum. Two weeks notice should be given of such a meeting

Copies of Agendas and Minutes of all meetings will be available to all parents of children at Mile-End School and to all teachers at the school.

Copies will be available from a range of sources to allow all parents and staff to access these easily. They will be posted on the Mile-End School website, can be requested through Mile-End Parent Council email, requested from the school office and pinned on a noticeboard within the school.

Members of the Mile-End staff are welcome at all meetings.

### **The Annual General Meeting –AGM (format)**

Mile-End School Parent Council will invite all members of the Parent Forum to attend an Annual General Meeting. A notice of the meeting including date, time, place and agenda will be given to all members of the Parent Forum with at least 4 weeks notice.

The annual meeting will include:

A report on the work of the Parent Council and any sub-groups formed.

Discussion of issues that members of the Parent Forum may wish to raise.

Approval of the accounts.

Copies of Agendas and Minutes of the AGM will be available to all parents of children at Mile-End School and to all teachers at the school.

Copies will be available from a range of sources to allow all parents and staff to access these easily. They will be posted on the Mile-End School website, can be requested through Mile-End Parent Council email, requested from the school office and pinned on a noticeboard within the school.

## **Role in interviews for promoted posts**

The Parent Council will provide parent representatives to participate in interview panels for selection of senior staff at Mile End Primary School. The representatives will be chosen by general discussion in the first instance and then if not resolved by a ballot of all members present at the meeting where panel representation is discussed with the Chair having a casting vote in the event of a tie.

## **Finance**

Mile-End Parent Council will open 2 bank accounts; one for general purpose and one for fundraising. The signatories for the account will be the Treasurer, Chair and Deputy Chair. Withdrawals will require the signature of two of the three officers.

The Treasurer will keep an accurate record of all incomes and expenditure, and will provide a summary if requested of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council will appoint an independent examiner who will review the accounts prior to the production of the Annual Report.

The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

## **Confidentiality**

Agendas for Parent Council meeting will be available one week prior to the meeting and members of the Parent Forum are free to attend a meeting where an issue important to them is being discussed.

Some meetings may be considered to contain an issue requiring confidentiality in which case only members of the Parent Council and the Head Teacher, or his/her representative may attend.

## **Changes to the Constitution**

The Parent Council constitution will remain flexible. As the Parent Council evolves it may be necessary for alterations to be made to the constitution. Minor alterations may be made if the majority of Parent Council members are in agreement. Any major changes to the constitution should be made at The Annual General Meeting.

## **Parent Council Dissolution**

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.

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## **APPENDIX Role of Office Bearers**

### **Chairperson:**

The Chairperson shall be a member of the Parent Forum. Should the Chairperson cease to be a member of the Parent Forum they will stand down immediately. A replacement will be sought from the existing Parent Forum.

In the event of more than one candidate seeking election to the post a ballot will be organised by the members of the MEPC. In the event of a tie the deputy chair will hold a casting vote. Should the Chairperson being temporarily unavailable the Deputy Chairperson will assume all the roles and responsibilities of the Chairperson.

The primary role of the Chairperson will be to guide the MEPC to achieve its aims and objectives and to chair meetings of the MEPC.

The duties of the Chairperson will include, but will not be limited to;

- Liaising with the Secretary / Clerk in respect of agenda and meeting arrangements ensuring this is done in accordance to constitution.
- Welcome members and introduce guests attending meetings.
- Chairs the meeting and facilitates fair discussions allowing every member to participate in debates.
- Approves minutes prior to issue and take steps to ensure that decisions and action points are carried out.
- Appoint members of the MEPC to form sub groups with a clear remit to report back to the Parent Council on specific issues that arise. To take the lead in ensuring all members of the parent council get the opportunity and support to participate in and lead projects that support school and parent council aims
- When a member of the parent council has failed to attend consecutive meetings for six months or participate in other parent council activities then the Chair shall approach them about continued membership
- Liaise with the Treasurer to ensure proper financial accounts are maintained and reports on finance are provided at meetings.
- Signatory for the bank account.
- Takes lead role in writing of Annual Report to the Parent Forum
- In the event of a tied vote on any matter affecting the MEPC the Chairperson will have a casting vote and that decision will be final.
- Chair acts as spokesperson for the Parent Council. If the subject could be interpreted as controversial, the Chair must consult with the Deputy Chair before making statements to outside organisations
- Ensure that there is thorough representation and inclusion of all parents

### **Deputy Chairperson:**

The Deputy Chairperson shall be a member of the Parent Forum.

The duties of the Deputy shall include, but will not be limited to;

- To assist the Chairperson in fulfilling their roles and responsibility to the MEPC.
- To deputise for the Chairperson as required and ensure all the above responsibilities are fulfilled
- Ensure that there is thorough representation and inclusion of all parents
- Signatory for bank account

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### **Secretary / Clerk:**

The MEPC will elect a person to fulfil the role of Secretary or Clerk. The MEPC will reserve the right to remunerate any person appointed as Clerk for any reasonable costs they incur in fulfilling their duties. Details of any such costs will be reported annually by the treasurer at the AGM.

The duties of the Secretary / Clerk shall include, but will not be limited to;

- Making arrangements for meetings and preparing an agenda in consultation with the Chairperson.
- Ensuring all interested parties, are informed in good time of the meeting and are provided with a copy the agenda and previous meeting minutes.
- Record attendees at meetings together with any apologies for absence.
- Update attendees about any relevant correspondence received.
- Minute the meeting, recording details of any decisions taken and any further action to be progressed by members of MEPC.
- Ensure minutes are issued to relevant parties
- Chairs the meeting if chair and deputy not present
- Ensure that there is thorough representation and inclusion of all parents

### **Treasurer:**

The treasurer has a duty to ensure the proper handling of finances of the MEPC.

The duty of the Treasurer will include, but will not be limited to;

- Maintaining a clear and accurate book-keeping system recording details of all income and expenditure of the MEPC.
- Maintaining a bank account for the MEPC.
- Reporting to any meeting of the MEPC details of any financial transactions since the last report and providing details of sums of money available for future expenditure.
- Arrange in consultation with the Chairperson for the accounts to be independently audited ahead of the AGM.
- Provide a details financial statement to the MEPC at the AGM and answer any queries in respect of the accounts.

### **Members:**

All parent council members have a responsibility to:

- Ensure that there is thorough representation and inclusion of all parents
- Fully participate in the business of the MEPC and to support the Chairperson in pursuing the organisation's aims and objectives.
- This may include forming sub groups to progress specific issues affecting the MEPC. Members may be assisted in these duties by any member of the Parent Forum or such other persons as may be deemed suitable by the MEPC. Members will report their progress to the Chairperson at any subsequent meeting of the MEPC.