

Callander Primary Parent Council (CPPC) Constitution

Adopted on the 27th day of May 2009

1 Name

The name of the association is the **Callander Primary Parents' Council (CPPC)** of *Callander Primary School & Nursery* - collectively referred to as *the 'the School'*.

2 Administration

Subject to the matters set out below, the CPPC shall be administered and managed in accordance with this constitution, by the members of the Core Group, constituted by Clause 6 of this constitution. Financial administration will be carried out according to the Financial Working Practices as set out in Clause 11 of this constitution.

3 Objectives

The objectives of the Parent council are to help advance the educational environment of the School by :

- Promoting partnership between the school, its pupils and their parents or carers
- Representing the views of parents on the education and environment provided by the school and surroundings
- Developing and engaging in activities which support the education and welfare of the pupils

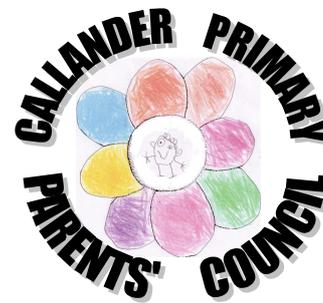
4 Powers

In pursuing the objectives, the Core Group may exercise the following powers:

- To engage in activities that support the school and promote the welfare of its pupils
- To raise funds and receive voluntary contributions
- To decide in collaboration with the school, how those funds will be allocated
- To co-operate with other charities, voluntary bodies and statutory authorities that may help with pursuing the objectives
- To insure members against personal liability to third parties arising from acts properly undertaken in the administration of the association and its activities;
- To appoint and constitute Working Groups as the Core Group may think fit

5 Membership

Membership and attendance at annual general meetings is open to any member of staff at the school and parents/carers of children attending the School (*collectively known as the Parent Forum*). The CPPC will have a minimum of three parents/carers of children attending the school. Membership is established through registering with the Secretary, who will keep a record of contact details of all members. Any member can resign by asking for their contact details to be removed from the list.



6 Core Group

The Core Group consists of The Executive Committee, Working Group Leaders and co-opted members. Elected positions are as follows :

- **Chairperson** (and optional Vice Chairperson)
 - **Secretary** (and optional Vice Secretary)
 - **Treasurer** (and optional Vice Treasurer)
 - An unspecified number of Working Group leaders
- } **The Executive Committee**

The election of the above positions from the Parent Forum will take place at every Annual General Meeting. No member of the Core Group can be re-elected more than three times to the same post, making a maximum term of 4 years in a given post. Elections of new members of the Core Group have to be nominated by two CPPC members and in the event where more than one person is nominated, the selection will be effected by a show of hands

In addition to the above, the Core Group may co-opt members including :

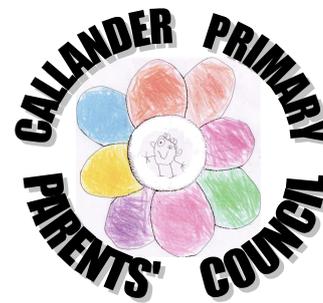
- School members of staff, in order to ensure that the school is represented. *The School is expected to nominate a member of staff*
- Volunteers with skills of value to the CPPC, who are parents/carers of children who have previously been pupils at the school
- Experts that may be called upon from time to time to provide professional advice or assistance to the CPPC, including representatives of Stirling Council's Children's Services Department

A member of the Executive Committee shall cease to hold office if he or she:

- is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993
- is absent without permission of the Core Group from all their meetings held within a period of six months and the Core Group resolve that his or her office be vacated
- notifies to the Core Group a wish to resign (but only if at least three members of the Core Group remain)

7 Working Groups

A range of unspecified Working Groups will exist. A Working Group may be created by the Core Group to manage an ongoing activity (such as fund-raising) or a temporary Working Group may be created to achieve a single objective. The purpose and details of the running of the Working Groups will be outlined in the Core Group meeting minutes and the Annual General Meeting minutes. Working Group leaders will invite volunteers from the members of the CPPC or Parent Forum.



8 Core Group Meetings

In addition to the Annual General Meeting and any Extra-ordinary General Meeting, the Core Group will conduct at least three ordinary CPPC meetings every year. A quorum will exist when at least 50% of Core Group members are present.

The date for Core Group meetings will normally be agreed during the course of the previous meeting and communicated in the minutes of the Core Group meeting, and when this has not been possible, the Secretary will inform CPPC members at least 1 week in advance of any meeting.

Any member of the Core Group can reasonably request a Core Group meeting. The request should be made to the Chairperson. Attendance at the Core Group meetings is open to any member of the CPPC

The Chairperson shall routinely chair meetings of the Core Group. If the Chairperson is absent from any meeting, the members of the Core Group present shall choose one of their number to chair the meeting before the meeting commences.

Should a vote be necessary to make a decision, each member of the Core Group in attendance at the meeting will have one vote, with the chair having a casting vote in the event of a tie. Co-opted members to the Parent Council will not have a vote, however when represented at a Core Group meeting, the School will have one vote.

Minutes of each meeting will be recorded by the Secretary who will endeavour to communicate the minutes to the CPPC membership prior to the following meeting. Copies of the minutes of all meetings will be available to the Parent Forum on request from the Secretary and from the school office.

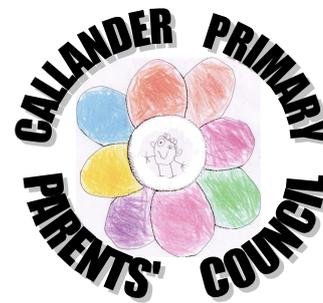
9 Reporting

The CPPC is accountable to the Parent Forum and will publish a report on its activities for the Parent Forum, at least once each year. With the cooperation of the school, the routine methods of communicating with parents will be employed in distributing the report.

10 General Meetings of the Parent Forum

The Annual General Meeting (AGM) will be held in the middle of the School's Summer Term each year. A notice of the meeting including time, date and place, will be sent to the Parent Forum at least 2 weeks in advance. The meeting agenda will include:

- a report on the work of the CPPC and its Working Groups
- elections for positions on the Core Group
- discussion of issues that members of the Forum may wish to raise
- approval of the accounts and appointment of the auditor
- a review of the Parent Council constitution



An Extra-ordinary General Meeting (EGM) can be convened by the Core Group to discuss or communicate issues that require the wider and expeditious consultation of the Parent Forum. Furthermore the Parent Forum can make a collective request to the Chairperson for an EGM, in order to discuss an issue raised collectively by at least 15% of the members of the Parent Forum. The Chairperson can only accept collective requests by means of a signed petition or equivalent method of verifying the request. Only one signature/request per child attending the School will be accepted. On receipt of such a verifiable request, the Chairperson will be obliged to arrange an EGM within 3 months. Arrangements for an EGM will be made in the same way as the AGM (above).

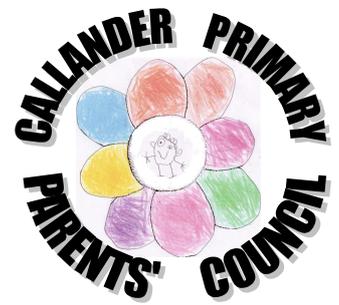
11 Financial Working Practices

The CPPC will hold 1 bank account managed by the Treasurer and optional Vice-Treasurer. An annual independent audit will be carried out of this account and a report made available to the Parent Forum. The account shall normally be audited each year at the end of April in order that the report is available for the AGM. The accounts shall be approved by the AGM and an auditor for the forthcoming year appointed

The Treasurer will keep an accurate record of all income and expenditure, and will provide the Core Group with a monthly summary. The most recent summary will be provided at every CPPC Core Group meeting.

It is the responsibility of the office bearers of the CPPC to ensure that CPPC funds are managed properly, with the fullest transparency and vigilance expected by the Parent Forum. Therefore the following rules shall be followed by the CPPC Core Group

- As a minimum the Chairperson and Treasurer will be named signatories of the bank account, with an option to include a third member of the Executive Committee.
- A minimum of two signatures on CPPC cheques is required.
- Cheques will be written only to agreed creditors of the CPPC and never to 'cash' unless specifically required by CPPC members for cash floats for CPPC events (see below)
- At all fund-raising events, cash takings will be counted at the event by no less than 2 CPPC members, and a record of takings recorded immediately at the event. All takings should be transferred to the Treasurer or Vice Treasurer with the record, who will deposit the takings in the CPPC account
- Cash floats will be made available to members organising events and where small purchases must be made. A cash book will record each advance and an expense form will record all purchases using cash advances and outstanding balance in favour of CPPC or member.
- Funding decisions made by the CPPC must be made transparently in accordance with its objectives, only at CPPC Core Group meetings, where funding priorities will be agreed if necessary by a vote
- The school will hold CPPC administration funds provided by Stirling Council within their account.



12 Dissolution

If the CPPC Core Group decides that it is necessary or advisable to dissolve the CPPC, it shall call an EGM to discuss such a resolution. If the proposal is confirmed by a two-thirds majority of those present, the CPPC will be dissolved and any assets remaining (after the satisfaction of any proper debts and liabilities) shall be given to Callander Primary School.