



connect
supporting partnerships in education

St Dominic's RC Primary
Early Learning & Childcare
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CONSTITUTION

1. Name

The Parent Council shall be known as the St Dominic's RCPS & ELC Community (often simply referred to as the St Dom's Community or SDC).

2. Aims

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

3. Powers

The SDC 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 parents/carers of pupils at the school.

4. Membership

The membership of the SDC consists of parents/carers of children attending St Dominic's RCPS & ELC as selected by the parents/carers.

5. General Meetings

The Annual General Meeting (AGM) shall be held in the Summer term each year. The notice calling the meeting shall be sent to the parents and carers 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 SDC (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 parents/carers
- e) appointment of members to serve on the SDC.

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 5.

The SDC or 12 parents/carers shall have power to call an Extraordinary General Meeting.

6. SDC Membership

Members of the SDC 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 SDC.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the SDC at the first meeting after the AGM.

The Headteacher has a right and a duty to attend meetings of the SDC.

The SDC shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

The SDC may co-opt up to 3 persons to help carry out its functions at any time. 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 SDC 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 SDC committee member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any parents/carers.

A member of the SDC failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the SDC.

If a member is unhappy with SDC business and/or decisions made, they should raise this with the Chair or at a meeting. A member of the SDC who acts in a way that is not in accordance with the aims, code of conduct of the SDC or brings the school community into disrepute; shall have their SDC postholder position removed if the majority of parent/carer members present agree.

7. Ordinary Meetings

Meetings of the SDC shall be held as required. Meetings may take place virtually (eg online) and/or in person.

At all meetings of the SDC, 5 shall form a quorum.

All SDC ordinary meetings shall be open to parents/carers at the school, although they will not have voting rights.

8. Finance

The funds of the SDC 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 SDC 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 Treasurer shall be responsible for keeping accurate records of the financial transactions of the SDC. 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 parents/carers. The Treasurer should report on finances at every meeting.

The SDC shall be responsible for ensuring that all property/money received by/for the parents/carers or SDC shall be applied for the aims of the SDC.

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 and be approved by not less than two thirds of all parents/carers present.

10. Dissolution

In the event that the SDC ceases to exist, any remaining funds pass to a similar organisation, the school or this can be agreed before dissolution.

Chairperson: AK (ASHLEY KING)

Vice Chairperson: S. Murdoch (SUSANNA MURDOCH)

Secretary: LBarnett (LOUISE BARNETT)

Secretary: J Campbell (JENNIFER CAMPBELL)

Treasurer: ACrowley (ALICE CROWLEY)

Additional Support Learning Rep: MB (MARIA BECK)

Date: 3/5/22

