

# TOWERBANK PRIMARY SCHOOL

## CONSTITUTION OF THE TOWERBANK PARENT GROUP

### 1. NAME AND REMIT

- 1.1 We are the **Towerbank Parent Group (TPG)**.
- 1.2 We are a group representing the parents and carers of Towerbank school.
- 1.3 We exist to build links between the school and parents, represent parent views, and bring the school, parents and wider community together to work for the benefit of our pupils.
- 1.4 We have no role in resolving issues relating to individual pupils, parents or staff.

Note: Throughout this document reference to 'parents' includes any parent, carer, guardian or person with parental responsibility for a pupil at Towerbank Primary school and nursery.

### 2. FUNCTIONS

- 2.1 Support the school and associated organisations in their work.
- 2.2 Improve links between home and school in the interests of all pupils and parent/carers.
- 2.3 Support the education and welfare of pupils at all stages.
- 2.4 Identify and represent the views of parent/carers on matters affecting the education and welfare of pupils.
- 2.5 Promote communication between the school, parents/carers, pupils and the wider community.
- 2.6 Support partnership between the school and associated educational establishments.
- 2.7 Participate in staff recruitment.
- 2.8 Engage in fund raising to pay for equipment or activities that support and advance the development of pupils.
- 2.9 Encourage and facilitate the development of social activities among pupils, parents, carers and school staff.

### 3. POWERS

- 3.1 We have the power to do anything considered to be in furtherance of the functions of the group, always remembering that we are there to represent the views of parents and that our actions reflect on the reputation of the school. These powers include raising funds, operating a bank account and spending money as we see fit to fulfil our functions as set out in section 2.

### 4. MEMBERSHIP

- 4.1 The TPG should have between 15 and 35 members (including office-holders).
- 4.2 Any parent of a nursery or primary pupil at Towerbank is eligible to be a member of the TPG.
- 4.3 The TPG is ideally made up of four office-holders (Chair, Vice-Chair, Treasurer, and Secretary) and a representative from every year group from nursery to P7.
- 4.4 We may, where needed, appoint people who are not parents as members of the TPG, as long as parent members always constitute a majority of the membership.
- 4.5 Sub-groups with their own lead will be formed to address specific areas of work and report back to the main committee at regular meetings. Sub-groups can look at general areas such

as fundraising, events, school food and mental health, or specific projects such as playground development or building a library.

- 4.6 School staff are welcome to attend meetings and may be asked to advise at times, but they are not members of the group.
- 4.7 A person becomes a member of the TPG by volunteering for the role at a meeting of the TPG and being appointed to that role by the TPG. A person so appointed normally remains a member until the next AGM, at which the person may be reappointed. A TPG member may resign at any time.
- 4.8 Any member or co-opted member of the TPG or sub-group may have their membership terminated should a majority of the TPG feel their actions undermine the objectives of the group. This must be confirmed in writing to the member. Membership can also be terminated if a member, without good cause, fails to attend three consecutive meetings.

## 5. OFFICE HOLDERS

- 5.1 The office-holders are the chair, the vice-chair, the treasurer and the secretary. Other office-holders may be appointed as required.
- 5.2 The role of the chair is to lead the TPG, speak on its behalf, and to chair meetings.
- 5.3 The role of the vice-chair is to support the chair, recruit and manage members of the TPG and to carry out the chair's functions in the chair's absence (or at the chair's request).
- 5.4 The role of the treasurer is to manage the TPG's funds and to prepare its accounts.
- 5.5 The role of the secretary is to give notice of meetings, take minutes of meetings and publish information about the work of the TPG.
- 5.6 The chair, vice-chair, treasurer and secretary are normally appointed at an AGM, but if an office becomes vacant before the next AGM, a person may be appointed to fill it at any TPG meeting. Other office-holders may be appointed at any TPG meeting.
- 5.7 Any parent/carer is eligible to be an office-holder. Any person not already a member of the TPG becomes a member on appointment as an office-holder.
- 5.8 Where an office-holder is to be appointed at a meeting, notice of the meeting is to include information about how to volunteer for the role and any deadline for doing so.
- 5.9 Where there is only one candidate for an office, the TPG is obliged to appoint the candidate unless it has good reason to consider the candidate unsuitable for the office. Where there are two or more candidates for an office, the TPG is to choose among them, by voting if necessary. Candidates may not vote for themselves but may vote in elections for other offices.
- 5.10 An office-holder holds office until (a) at the next AGM, when the office-holder is re-appointed or another person is appointed to the office, or (b) before that AGM, the office-holder resigns or is removed from office. There is no limit to the number of times a person may be re-appointed to an office. A person who has been removed from office is not eligible for re-appointment to that office, or appointment to any other office, without the agreement of the TPG.
- 5.11 An office-holder may resign at any time by giving notice [in writing] to the secretary or the chair.
- 5.12 An office-holder may be removed from office by the TPG for misconduct in that office or for bringing the TPG into disrepute.

## **6. TPG MEETINGS**

- 6.1 A meeting of the TPG may be held at any time, but there must be at least one such meeting each school term.
- 6.2 We will advertise a TPG meeting to everyone at least a week in advance, giving notice of the principal topics for discussion.
- 6.3 TPG meetings will be led by the chair or by the vice-chair if the chair is not present. If neither can attend, they will elect a replacement lead. During a meeting, the person chairing may hand over to others present to chair certain parts of the meeting.
- 6.4 Any parent may attend a TPG meeting and may contribute to the meeting at the discretion of the person chairing.

## **7. ANNUAL GENERAL MEETINGS**

- 7.1 The TPG annual general meeting (AGM) is held once a year, normally at the end of the academic year in May / June.
- 7.2 The agenda for an AGM is to include the following items:
  - (a) appointment (or reappointment) of office-holders and members
  - (b) reports by office-holders and sub-group leaders on the activities of the previous year and proposals for the coming year
  - (c) consideration of the accounts for the previous year, the budget for the coming year and appointment of an independent person to audit the accounts.
  - (d) any changes to the constitution that have been proposed.
- 7.3 Changes to the constitution may only be made at an AGM or at an extraordinary general meeting (EGM) called for that purpose. Any TPG member may propose the holding of an EGM at any TPG meeting.
- 7.4 An AGM or EGM is to be advertised to TPG members and to the general parent body at least two weeks in advance, giving notice of the principal topics for discussion (including the wording of any proposed change to the constitution).

## **8. DECISIONS AND VOTING**

- 8.1 A TPG decision may only be taken at a TPG meeting, and only if at least a third of TPG members, including at least two office-holders, are present and take part in the decision-making.
- 8.2 A decision may be made by consensus (that is, if a proposal is made and everyone present agrees with it) or by voting. It is for the person chairing to decide whether voting is required. Only TPG members may take part in the voting (unless the person chairing decides to extend voting to everyone present). Each person may vote in favour of or against the proposal, or may abstain (or, if there are alternative proposals, may vote for any one proposal or may abstain).

- 8.3 If a proposal to change the constitution is voted on, the proposal is agreed to only if those voting in favour of it include [(a)] at least half of the TPG members [(b) at least one office-holder].
- 8.4 If any other proposal is voted on, the proposal is agreed to if it receives more votes in favour than against (or more votes in favour than any alternative proposal) and if at least one office-holder votes in favour of it.

## 9. FINANCE

- 9.1 The portion of TPG funds provided by the City of Edinburgh council will be lodged in a bank, building society or other account under the account 'Parent Council'. Cheques shall be drawn or withdrawals made against the signatures of at least two TPG office holders. This money will be used at the discretion of the office holders to run the group, for example to provide refreshments or pay for room hire, and to support the school in furthering its aims. A second account will be used to lodge all money raised through fundraising activities, grant applications and donations. This is currently named 'Towerbank PSA'.
- 9.2 The treasurer is responsible for keeping accurate records of the financial transactions of the TPG. 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 members.
- 9.3 The TPG is responsible for ensuring that all property and money received by the members (and raised by the Fundraising and Events sub-group) is spent in furthering the aims of the TPG.
- 9.4 A report detailing what has been raised and how the money has been spent must be made at each AGM, with regular updates on the same given at each termly meeting.

## 10. DISSOLUTION

- 10.1 The TPG will cease to exist if: the general parent body decides it is no longer needed, or; there are not enough members to sustain the group.
- 10.2 If the TPG ceases to exist, any remaining funds should be distributed for the benefit of the children at the school. If they are not spent at the school, they will be reclaimed by the Local Authority as necessary.