

Bellsquarry Primary School & Nursery Parent Teacher Action Group (PTAG)

Constitution

- 1.** This is the constitution for Bellsquarry Primary School and Nursery Parent Teacher Action Group (hereinafter referred to as "the PTAG"). Bellsquarry Primary School and Nursery is hereinafter referred to as "the School").
- 2.** The objectives of the PTAG are:
 - to work in partnership with the School to create a welcoming school which is inclusive for all parents;
 - to promote partnership between the School, its pupils and all its parents;
 - to develop and engage in activities which support the education and welfare of the pupils;
 - 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.** The PTAG membership will be a minimum of eight and a maximum of sixteen parents of children attending the School.
- 4.** The Head Teacher of the School has a right and a duty to attend and will act as the adviser to the PTAG on educational matters but is not a voting member of the PTAG. If the Head Teacher cannot attend the PTAG meeting, he/she must appoint a representative to attend on their behalf. The nominated representative shall then act as adviser to the PTAG.
- 5.** PTAG members will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish.
- 6.** Where a Parent Member is elected at the annual meeting of the Parent Forum, their term shall commence at the close of that annual meeting.
- 7.** Any parents of a child at the School can volunteer to be a member of the PTAG. Parents wishing to put their name forward may do so by post or email to the Secretary or in person at the annual Parent Forum meeting.
- 8.** In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a vote at the annual Parent Forum meeting. Any member of the Parent Forum attending the meeting shall be entitled to vote.
- 9.** Where a parent member vacancy arises, the PTAG shall seek a volunteer from members of the Parent Forum. In the event that there are more volunteers than vacancies, members shall be selected by a vote of the members of the Parent Forum. Where the vacancy arises between 1 June and the immediately following annual Parent Forum meeting, the vote shall be taken at that Parent Forum meeting. Otherwise there shall be a postal vote of the Parent Forum members.
- 10.** The new PTAG member shall serve for the remainder of the term of the person they replaced.

- 11.** Additionally, the PTAG may co-opt up to seven persons from members or non-members of the Parent Forum. Co-opted members may include, but are not limited to: School staff, pupils, Community Council members, Local Councillors.
- 12.** These co-opted members shall be invited to serve for a period of up to one year.
- 13.** Office bearers - Chair, Vice Chair, Secretary and Treasurer - will be selected by the PTAG on an annual basis at the first PTAG meeting following annual meeting of the Parent Forum. The Positions of Chair and Vice Chair must be filled by parent members of the PTAG. The positions of Secretary and Treasurer may each be filled by either a parent or a co-opted member of the PTAG.
- 14.** If an office bearing position falls vacant during the year, the PTAG shall select a replacement who shall serve for the remainder of the term of the person they replaced.
- 15.** The PTAG is accountable to the Parent Forum for the School and will make a report to it at least once each year on its activities on behalf of all the parents.
- 16.** If a minimum of twenty members of the Parent Forum request a special general meeting to discuss issues falling within the PTAG's remit, the PTAG shall arrange this. The PTAG shall give all members of the Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 17.** The Annual Meeting of the Parent Forum will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The agenda for the meeting will include:
 - a report on the work of the PTAG and its committee(s);
 - selection of the new PTAG;
 - discussion of issues that members of the Parent Forum may wish to raise;
 - approval of the accounts and appointment of the auditor;
 - a report by the Head Teacher.
- 18.** The PTAG will meet at least once in every school term. All PTAG meetings shall take place in the school during the evenings, unless otherwise agreed by the PTAG.
- 19.** The Chair shall preside at any meeting or part of meeting of either the PTAG or Parent Forum at which he/she is present. If the Chair is absent, the Vice-Chair shall preside. If both Chair and Vice-Chair are absent, another parent member, shall be chosen by the PTAG members present to take the Chair.
- 20.** Any two members of the PTAG can request that an additional meeting be held, and all members of the PTAG will be given at least one week's notice of date, time and place of the meeting.
- 21.** Should a vote be necessary in order to make a decision, each member of the PTAG at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 22.** A quorum of the PTAG shall be seven members of the Council. If a quorum is not present, the meeting shall be adjourned until the date and time that is determined by the Chair at the time or afterwards.

- 23.** Meetings of the PTAG shall be open to any member of the Parent Forum, unless the PTAG is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the PTAG and the Head Teacher, or his/her representative, can attend.
- 24.** The Treasurer will open a bank or building society account in the name of the PTAG for all PTAG funds. Withdrawals will require the signature of any two office bearers.
- 25.** The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each PTAG meeting and a full account for the Annual Meeting. The PTAG accounts will be audited by the auditor appointed at the previous Annual Meeting.
- 26.** The PTAG shall be responsible for ensuring that all monies are used in accordance with the objectives of the PTAG.
- 27.** The constitution may be amended at an annual or a special meeting of the Forum called for this purpose provided that details of the proposed amendment(s) have been outlined on the agenda and such amendment(s) are supported by a majority of the members of the Forum present and voting at the meeting.
- 28.** Should the PTAG cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the School, where this continues.

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