



# BEARSDEN PRIMARY SCHOOL PARENT COUNCIL

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## **Bearsden Primary Parent Group, comprising the Parent Council and Fundraising Group**

### **Organisation and Constitutions**

Parent Councils are statutory bodies, as set out in the Scottish Schools (Parental Involvement) Act 2006.

In legislation, Parent Councils (PC) are required to:

- Represent the interests of all parents/carers (the Parent Forum) to the school and the local authority
- Support learning and school improvement
- Be involved in the recruitment of senior staff, school inspections and the development of the School Improvement Planning.

Bearsden Primary School has an active Parent Council and the constitution is set out at Appendix A. Bearsden Primary also has a separate, active Fundraising Group which has charitable status and its own constitution, this is set out at Appendix B.

The Parent Council and Fundraising Group will enrol as one entity (Bearsden Primary Parent Group) with Volunteer Scotland Disclosure Services.

21<sup>st</sup> August 2025



# ***PARENT COUNCIL***

## **BEARSDEN PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION**

### **1. Introduction**

The following detail, as provided for by the Scottish Schools (Parental Involvement) Act 2006, provides the constitution for Bearsden Primary School Council.

### **2. Definitions**

- (a) Parent Forum - all parents and guardians of children attending Bearsden Primary School
- (b) Parent Council - a group of parents selected by members of the Parent Forum to represent all the parents of Bearsden Primary School

### **3. Objectives**

The objectives of the Parent Council are to:

- Support Bearsden Primary School in its work with pupils
- Represent the views of parents
- Promote contact between Bearsden Primary School, parents, pupils, East Dunbartonshire Council Education Authority, providers of local pre-school and secondary education and the wider community
- Report to the Parent Forum

### **4. Membership**

The membership of Bearsden Primary School Parent Council will be no less than 8 and no greater than 17 persons and should comprise of:

- A minimum of 4, up to a maximum of 12, members of the Parent Forum. The Chairperson and the Clerk of the Parent Council must be selected from this group.
- In the event that no one volunteers to act as the Clerk of the Parent Council from the group comprised from members of the Parent Forum then the Parent Council is authorised to appoint someone externally to act as the Clerk of the Parent Council.
- The Head Teacher and one representative from the teaching staff.
- A maximum of 2 local community representatives.

The quorum shall be not less than 3, including the appointed Chairperson, and if a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.

## 5. Selection of Members

Membership of the Parent Council, should in the first instance, be drawn from parents and guardians of pupils at the School. The Head Teacher has a right and duty to attend and one other member of staff, where possible, should be invited onto the Council. Additionally, local community representatives may be selected by Parent Council members, which will allow for a broad based partnership across representative community bodies.

Parents and guardians may nominate themselves for appointment to the Parent Council and this self-nomination should be submitted, in writing, to the Chair of the Parent Council. Where there are more nominations than places available a ballot will be held by the Parent Council.

Membership of the Parent Council shall be for a period of 2 years, with the option to extend, where a majority agreement is reached within the existing Parent Council. A member's term of office will be terminated in the event that their child ceases to attend Bearsden Primary School.

A representative from the Fundraising Group will be invited to attend all meetings of the Parent Council. The opportunity will also exist for a representative of the Pupil Council to attend a meeting of the Parent Council, at any time, should the requirement to do so arise.

## 6. Office Bearers

The Parent Council will have a Chair and Clerk who will be regarded as the Parent Council Office Bearers. These appointments will be selected by the Parent Council on an annual basis and during the Annual General Meeting of the Bearsden Primary Parent Council.

The Parent Council will be chaired by a member of the Parent Forum and in the event that the Chairperson's child ceases to attend Bearsden Primary School, that person's term of office will be terminated.

## 7. General Meetings / Annual General Meetings / Special General Meetings

The Parent Council will hold an Annual General Meeting (AGM) once every year, as determined by the Parent Council members. A report will be prepared, for the information of all Parent Forum members following the AGM.

A notice of intimation of the meeting stating date, time, place and an invitation for Agenda items will be sent to all members of the Parent Forum at least two weeks prior to the meeting date.

The meeting will include:

- (i) A report on the work of the Parent Council.
- (ii) Selection of the new Parent Council, where required.
- (iii) Any business the Parent Forum may wish to raise.

In the event that 15 members of the Parent Forum request a Special General Meeting of the Parent Council, this must be arranged within 2 weeks of the request being made. Any request for such a meeting must be submitted in writing to the Chair of the Parent Council, and must also detail the circumstances relating to the request.

The Parent Council will provide at least one week's notice to members of the Parent Forum, of any Special General Meeting. This notice will contain details of the venue, time of the meeting and notice of the topic/s to be discussed.

## 8. Responsibilities / Duties

The Parent Council will meet at least once in every school term, with members of the Parent Forum being advised of meeting dates, in advance.

In the event that a vote is necessary in regard to a decision-making process, each parent member at the meeting will have one vote, with the Chair having a casting vote, in the event of a tie.

Any member of the Parent Forum can request that a subject be discussed at a meeting of the Parent Council. This request should be submitted to the Chair of the Parent Council or the Head Teacher of the school.

Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher or their representative may attend.

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice sought from the local authority.

The Parent Council shall liaise with the Fundraising Group in respect of any expenditure the Fundraising Group proposes to make in excess of £5,000 (Exceptional Expenditure) relating to any 'exceptional' project. In order to facilitate this, one member of the Parent Council shall be present at every meeting of the Fundraising Committee where any Exceptional Project is being discussed and

shall report back to the Parent Council at the next following Parent Council Meeting (and in the event exigencies require, the Fundraising Group may request that the Parent Council call a Special General Meeting to consider any Exceptional Expenditure. The Parent Council shall feedback the Parent Council's views to the Chairperson of the Fundraising Committee prior to the next Fundraising Group meeting in order that the Fundraising Committee can take account of the views of the Parent Council prior to voting on any Exceptional Expenditure.

## 9. Notes of Meetings

Copies of the minutes relating to all meetings will be available to all teachers and members of the Parent Forum. These will be displayed on the school notice boards and on the school website.

## 10. Confidentiality

It is imperative that the work of the Parent Council is open and transparent, however there may be occasions where matters of a confidential nature require to be discussed and in such circumstances it is acceptable for that element of the meeting to be closed to the Parent Forum. Matters relating to issues of a confidential nature should not be recorded in an 'open' minute, but should be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.

Matters relating to individual teachers and children must not be the subject of discussion at Parent Council meetings.

## 11. Changing the Constitution

The Parent Council may change its constitution after obtaining consent from the majority of parent members of the Parent Council. Members of the Parent Forum will be advised of any proposed amendment and given reasonable time to respond to the proposal.

## 12. Signatories (Parent Council)

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**BEARSDEN PRIMARY SCHOOL**  
**FUNDRAISING GROUP CONSTITUTION**

**1. INTRODUCTION**

It was agreed at the Annual General Meeting of Bearsden Primary School Fundraising Group held on Wednesday 12<sup>th</sup> September 2012 that:

- a. any and all existing conditions of the constitution of the Bearsden Primary Fundraising Group adopted by the Bearsden Primary Fundraising Group at an Annual General Meeting of the Bearsden Primary Fundraising Group on the 10<sup>th</sup> September 2008 and signed on 17<sup>th</sup> September 2008 at Bearsden Primary, Roman Road, Bearsden ("the School") as amended pursuant to an Annual General Meeting of the Bearsden Primary Fundraising Group held on 9<sup>th</sup> September 2009 at the School, as further amended pursuant to an Annual General Meeting of the Bearsden Primary Fundraising Group held 8<sup>th</sup> September 2010 at the School and as further amended pursuant to an Annual General Meeting of the Bearsden Primary Fundraising Group held on 21<sup>st</sup> September 2011 at the School shall together with any and all other amendments or revisions to the constitution of the Bearsden Primary Fundraising Group be terminated forthwith and that the following details provide the constitution of the Bearsden Primary Fundraising Group.

**2. NAME**

The name of the organisation is Bearsden Primary School Fundraising Group ("the Fundraising Group").

**3. MEMBERSHIP**

Membership of the Fundraising Group shall be open to all parents and guardians of children attending the School hereinafter referred to as the Parent Forum.

**4. AIMS**

The aims of the Fundraising Group shall be limited to fundraising for Bearsden Primary School and the promotion of social activities.

**5. OBJECTIVES**

The objectives of the Fundraising Group are to provide the advancement of education through:

- a. raising funds for the School;
- b. promoting social activities; and
- c. engaging in activities which support and advance the education and welfare of the pupils attending the School.

## **6. POWERS**

The Fundraising Group shall have the power to do anything considered by the Fundraising Committee to be in furtherance of the objectives. The Fundraising Committee shall be responsible for ensuring that all monies received by the Fundraising Group shall be applied for the objectives of the Fundraising Group. None of the Fundraising Group's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes. The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of any and all relevant United Kingdom taxes acts.

## **7. COMMITTEE**

- a. The affairs of the Fundraising Group shall be managed by a committee of no less than 6 and no more than 30 members of the Parent Forum such committee being referred to in this document as the Fundraising Committee;
- b. The existing members of the Fundraising Committee shall be eligible for re-election at the Annual General Meeting. In the event that the child of any member of the Fundraising Committee ceases to attend the School then provided the person has no other child attending the School that person's appointment shall be deemed terminated on the day the child ceases to attend;
- c. Any member of the Parent Forum may nominate themselves for election to the Fundraising Committee. Nominations must be in writing and submitted to the Chair of the Fundraising Committee two days prior to the Annual General Meeting. Where there are more nominations than places available a ballot will be held. At the discretion of the Chairperson this requirement for written nominations two days prior to the AGM may be waived and the Chairperson may accept verbal nominations made at the AGM.

The Fundraising Committee may throughout the year co-opt such additional members to the Fundraising Committee from the Parent Forum as it deems necessary to implement the objectives.

- d. The members of the Fundraising Committee shall at its first meeting after the Annual General Meeting determine the method of selection and appointment of (i) a Chairperson (ii) a Treasurer (iii) a Secretary (iv) a Uniform Coordinator (v) a Catering Coordinator and any other person it deems necessary.

The appointed Chairperson, Treasurer and Secretary shall be the office bearers. For the avoidance of doubt, the Chairperson, Treasurer and Secretary shall be responsible for the day to day running and the general management of the Fundraising Group.

From time to time, the Fundraising Committee may decide to appoint a Deputy Chairperson to assist the Chairperson in the execution of his or her duties. Where a Deputy Chairperson has been appointed by the Fundraising Committee, such Deputy Chairperson shall be also be an office bearer.

- e. The term of appointment for each member or office bearer shall be one year and each member or office bearer shall be eligible for re-election the following year.

In the event a member wishes to resign during the term of their appointment, then unless there are exceptional personal circumstances and unless the Fundraising Committee agrees otherwise, they must give notice in writing of their intention to resign ("Resignation Notice") to the Fundraising Committee and serve a notice period which shall expire on the earlier of (i) the appointment of another member to replace them for the remainder of the year; and (ii) 6 weeks from the date of the Resignation Notice (which period shall be extended by the length of any school holiday and/ or in service days which occur within the 6 week period).

In the event of an office bearer wishing to resign during his/her period of office, then unless there are exceptional personal circumstances and unless the Fundraising Committee agrees otherwise, they must give notice in writing of their intention to resign ("Resignation Notice") to the other office bearers and serve a notice period ("Notice Period") which shall expire on the earlier of (i) the appointment of a replacement to fill their office bearing role for the remainder of the term of office; and (ii) 6 weeks from the date of the Resignation Notice (which period shall be extended by the length of any school holiday and/ or in service days which occur within the 6 week period). The resigning office bearer shall complete all relevant bank mandate paperwork prior to the expiry of the Notice Period. With respect to the foregoing sub paragraph (i) the appointment of any replacement office bearer shall be subject to the approval of the Fundraising Committee by majority vote at the next available meeting of the



Fundraising Group.

## **8. ANNUAL GENERAL MEETINGS / SPECIAL MEETINGS**

- a. The Fundraising Group will hold an annual general meeting as soon as reasonably practical during the first term in each year ("Annual General Meeting").

A notice of intimation of the meeting stating date, time, place, an invitation for Agenda and nomination for Fundraising Committee will be sent to all members of the Parent Forum at least two weeks prior to the meeting date.

The meeting will include:

- i. a report on the work of the Fundraising Group;
  - ii. selection of the new or revised Fundraising Committee;
  - iii. approval of the reviewed financial statement; and
  - iv. any business any member of the Parent Forum may wish to raise.
- b. In the event that 15 members of the Parent Forum request a special general meeting of the Fundraising Group this must be arranged within two weeks of the request being made ("Special General Meeting"). Any request for such a meeting must be submitted in writing to the Chairperson and must detail the circumstances relating to the request.

The Fundraising Group will provide at least one week's notice to members of the Parent Forum of any Special General Meeting. This notice will contain details of the date, time, place and notice of topics to be discussed.

- c. The quorum at either an Annual General Meeting or Special General Meeting shall be not less than five including at least one of the office bearers.

## **9. RESPONSIBILITIES/ DUTIES**

The Fundraising Committee shall:

- a. Meet at least twice every school term. Meetings of the Fundraising Committee shall be open to all members of the Parent Forum with members of the Parent Forum being advised of meeting dates in advance.

The quorum at the meetings referred to at (a) shall not be less than five including one of the office bearers.

In the event that a vote is necessary in regard to a decision making process, such vote shall take place at a meeting (and shall not, for the avoidance of doubt be conducted in any other manner including but not limited to email) and each member of the Fundraising Committee attending in person will have one vote with the Chairperson having a second casting vote in the event of a tie. In the absence of the Chairperson from the meeting, the Deputy Chairperson shall have a second casting vote. Notwithstanding the foregoing in the event the vote is in respect of expenditure in excess of £1,000.00 voting by proxy shall be permitted in respect of those members unable to attend the relevant meeting in person. Any member wishing to vote by proxy must do so in writing (and not verbally to another member) to the Chairperson prior to the relevant meeting where such vote is to take place (and email will be an acceptable form of writing provided such email has been sent to the Chairperson at least 24 hours prior to such meeting).

The Head Teacher of the School ("the Head Teacher") will be invited to attend all meetings and may attend with representatives of the teaching and or support staff.

- b. Display copies of the minutes of all meetings on the school web site and notice board as soon as reasonably practicable after the meeting.
- c. Liaise with the Head Teacher regarding the projects and proposals for which expenditure from the Fundraising Group is requested. The Fundraising Committee will have the final say on how funds are disbursed.
- d. A with the Bearsden Primary School parent council ("Parent Council") in respect of any expenditure in excess of £5,000.00 ("Exceptional Expenditure") relating to any 'exceptional' project (including but not limited to the centenary playground project ("Exceptional Project"). In order to facilitate this, one member of the Parent Council shall be present at every meeting of the Fundraising Committee where any Exceptional Project is being discussed and shall report back to the Parent Council at the next following Parent Council meeting (and in the event exigencies require, the Fundraising Group may request that the Parent Council call a Special General Meeting to consider any Exceptional Expenditure). Prior to voting as to whether or not the Fundraising Group should fund any Exceptional Expenditure, the Fundraising Committee shall take account of the views of the Parent Council.

## 10. FINANCE

- a. The Treasurer shall keep accounts of all income and expenditure of the

Fundraising Group and shall prepare annual accounts with a year-end of 30<sup>th</sup> June. The annual accounts shall be submitted as soon as reasonably practicable following the year end to be audited by a suitably qualified examiner who is independent of the Committee. The audited accounts will be submitted to the Office of the Scottish Charity Regulator no later than 9 months following year end.

- b. The Fundraising Committee shall operate two bank accounts with one of the main clearing banks; one in the name of Bearsden Primary School Fundraising Group and the other in the name of Bearsden Primary School Fundraising Group Uniform Account. Funds shall be withdrawn from the said Accounts only on the signatures of any two authorised signatories nominated in writing by the Fundraising Committee.

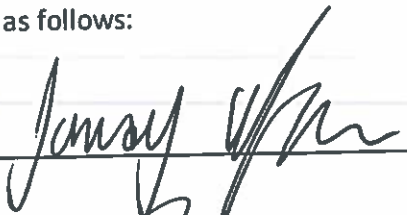
## 11. CHANGING THE CONSTITUTION


No alteration or addition to this constitution shall be made except at an Annual General Meeting or a Special General Meeting convened for that purpose and a majority of two thirds of those attending will be required.


## 12. DISSOLUTION

In the event the Fundraising Group should cease to exist any assets remaining after the satisfaction of the debts and liabilities of the Fundraising Group shall be transferred to Bearsden Primary School to be used for charitable purposes similar to the purposes of the Fundraising Group.

This constitution was adopted at the said Annual General Meeting held on Wednesday 12<sup>th</sup> September 2012 at Bearsden Primary School, Roman Road, Bearsden as follows:

Signed  Chairperson

Signed  Witness

Signed  Secretary

Signed K. Jay Witness

