



# Warmingham CE Primary School

School Lane, Warmingham, Cheshire, CW11 3QN  
01270 526260

Acting Executive Headteacher: **Mrs Nicola Badger**  
Principal: **Mrs Kate Appleby**  
principalwarmingham@rcsat.cheshire.sch.uk  
admin@warminghamce.cheshire.sch.uk



**'A Caring Christian Family Where We Grow Together'**

## Warmingham CE Primary Parent Council Constitution

### OBJECTIVES

The objectives of the Parent Council 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, our pupils, the Parent Teacher Association and all parents,
- To develop and engage in activities which support the education, welfare and personal development of the pupils,
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education, welfare and personal development of our pupils.

### MEMBERSHIP

1. The membership will consist of eight parents of children attending the school, two from each class.
2. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing lots (supervised by an independent person). Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Parent Council.
3. Members of the Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. If a member of the Parent Council ceases to have a child at the school within their period of membership, they will cease to be a parent member of the Parent Council.
4. The Parent Council may co-opt up to six members to assist it with carrying out its functions. Co-opted members will normally include teacher representatives and a representative from the PTA.
5. A member from the local pre-school who will have a child in reception the following year may also be admitted.
6. Co-opted members will be invited to serve for a period of up to two years after which time the Parent Council will review and consider the arrangements for co-opted membership.

*Let Your Light Shine*

Matthew 5:16

7. The Chair, Vice Chair and Clerk will be agreed by Parent Council members immediately following its formation. The Parent Council will be chaired by a parent of a child attending Warmingham CE. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. A Vice Chair will also be agreed, who should also be a parent of a child attending Warmingham CE. The Vice Chair should be willing to step in for the Chair if need be but need not necessarily become Chair when that position becomes vacant.

## **ACCOUNTABILITY**

1. The Parent Council is accountable to the Governing Body of Rural Church Schools Academy Trust and will make a report to it at least once each year on its activities on behalf of all the parents.
2. If a minimum of three members of the Governing Body request a special meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this and vices versa.
3. The Parent Council shall give all members of the Parent Council at least two weeks' notice of the meeting together with a notice of the matter, or matters, to be discussed at the meeting and vice versa.

## **MEETINGS**

1. An Annual General Meeting of the Parent Council will be held at a time to be agreed. A notice of the meeting including date, time and place will be sent to all parents at least two weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and any sub-groups,
  - Discussion of issues that members of the Parent Forum may wish to raise.
2. The Parent Council will meet at least once in every school term.
3. Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. A quorum of five parents will apply. Any two members of the Parent Council can request that an additional meeting be held and all members of the Parent Council will be given at least one week's notice of the meeting.
4. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.
5. Copies of the minutes of all meetings will be available to parents of children at Warmingham CE and to teachers at the school. Copies will be available from the Clerk to the Parent Council, from the school office and from the school website.
6. Meetings of the Parent Council shall be open to all parents and to specific invitees, 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 his or her representative, may attend.

## CONSTITUTION

1. The Parent Council may change its constitution after obtaining consent from members of the Parent Council. Members of the Parent Council will be sent a copy of any proposed amendment and given reasonable time (minimum two weeks) to respond to the proposal.
2. Should the Parent Council cease to exist, any remaining funds will be passed to the school fund to be used for the benefit of the school, where this continues.

*Please note: The use of the term 'parents' in this constitution is respectfully deemed to include all carers of pupils at the school.*