

CROSSROADS SCHOOL COUNCIL CONSTITUTION

1. This is the constitution of Crossroads School Council.
2. The Aims and Objectives of the Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents, families and friends of the school.
 - To promote partnership between the school, its pupils, parents and the local community.
 - 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 membership will be a minimum of 5 parents of children attending the school and a maximum of 10 parents.
4. A quorum for each meeting will be 5 parent members.
5. The Council will be selected for a period of 2 years, after which they may put themselves forward for reselection if they wish.
6. Any parent of a child at the school can volunteer to be a member of the Council. In the event that the number of volunteers exceed the number of places set out in this Constitution, members will be selected by vote.
7. The Council may co-opt up to 5 non-parent members to assist in the carrying out of its functions.
8. The number of parent members on the Council must always be greater than the co-opted members.
9. Co-opted members will be invited to serve for a period of 1 year, after which time the Council will review and consider requirements for co-opted members.
10. The Chair, who must be a parent member, Secretary and Treasurer of the Council will be agreed by the Council members immediately following its formation.

11. The Council is accountable to the Parent Forum for Crossroads School and will make a report to it at least once a year on its activities on behalf of all the parents.
12. If 33% of members of the Forum request a special general meeting to discuss issues falling in the Council's remit, the Council will arrange this. The Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter or matters to be discussed at the meeting.
13. The Annual General Meeting 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 2 weeks in advance. The meeting will include:
 - A report on the work of the Council and its committee
 - A selection of a new Council
 - Discussion of issues that members of the Parent Forum may wish to raise.
 - Approval of accounts and appointment of the Auditor.
14. The Council will meet at least once in every school term.
15. Should a vote be necessary to make a decision, each member at the meeting will have 1 vote. In the event of a tie, the Chair will have the casting vote. Any 2 members of the Council can request that an additional meeting be held, and all members of the Council will be given at least 1 weeks notice of date, time and place of meeting.
16. If a Council member acts in a way that is considered by other members to undermine the objectives of the Council, their membership of the Council shall be terminated if the majority of the Council members agree. Termination of the membership would be confirmed in writing to the member.
17. Copies of the minutes of all meetings will be available to all parents of children at Crossroads School, the Head Teacher and all staff at the school. Copies will also be available from the school office. The Agenda for all forthcoming meetings will be sent out to all parents.
18. Meetings of the Council will be open to the public unless the Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Council and the Head Teacher, or his/her representative, can attend.
19. The Treasurer will open a bank or building society account in the name of Crossroads School Council for all Council funds. Withdrawals will require the signature of the Treasurer and 1 or 2 other names signatories from the Council members.
20. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Council meeting and a full account

for the Annual General Meeting. The Council accounts will be audited by the Auditor appointed at the previous Annual General Meeting.

21. The Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Council.
22. The Council may change its Constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of the proposed amendment and given reasonable time to respond to the proposal.
23. Should the Council cease to exist, any remaining funds will be passed to Crossroads School for use for the benefit of the pupils.