

# SAINTS & SCHOLARS INTEGRATED PRIMARY SCHOOL PARENTS' COUNCIL

## CONSTITUTION

---

**Updated:** 12-06-2025

**Reviewed:** 23-06-2025

### NAME

The name of the organisation shall be Saints and Scholars IP & NS Parents' Council

### AIMS

The aims of the Council are as follows.

1. To mobilise and organise parent<sup>1</sup> support for the school.
2. To try to welcome new parents to the school, and encourage a high degree of support and participation in the school.
3. To advise the governing body of any matters of concern to parents.
4. To organise events and activities which support and provide resources for the school, and which have the approval of the Board of Governors and the Principal.
5. To promote the school as an integrated, all ability, co-educational school in keeping with the NICIE Statement of Principles.
6. To liaise with the Principal and act with the approval of the Board of Governors (exercised by delegation through the Principal)
7. To uphold the ethos and aims of Saints and Scholars IP & NS
8. To organise workshops or talks for parents on topics relevant to their interests (e.g. online safety, mental health etc.).
9. To improve the facilities and support the development of Saints and Scholars IP & NS by financial or other means.

In order to carry out the aims, the Council has the power to:

1. raise funds and receive grants and donations.
2. apply the funds to carry out the aims of the Council.
3. use a nominal amount of funds to administer the Council as required.

---

<sup>1</sup> In this document, the word "parent" is interchangeable with "person with parental responsibility".

4. cooperate with and support the development of the school.
5. do anything which is lawful and necessary to achieve the Council's aims.

Any proposed changes to the constitution shall be subject to the scrutiny and approval of the committee. The constitution shall be reviewed at least every three years.

## MEMBERSHIP

1. The Council shall consist of all parents of children at the school (herein referred to as "members").
2. The Council, as a body, shall be managed by a Committee of five officers (Chair, Vice Chair, Secretary, Treasurer and Co- Treasurer) and up to two representatives from each class within the school.

## Committee

1. The committee is formed by electing the class representatives at the Annual General Meeting (AGM) of the Council. They shall serve until the commencement of the next AGM.
2. Nominations for class representative roles may be made at any time in writing prior to the commencement of the AGM.
3. Any parent of a child at the school may nominate themselves or be nominated (with their consent) as a class representative.
4. A member of the committee must cease to hold office if he or she:
  - a. resigns by notice to the Council (but only if at least two committee members will remain in office when the notice of resignation is to take effect); or
  - b. is absent without the permission of the committee from all their meetings held within a period of six consecutive months and the committee resolves that his or her office be vacated.
5. A member of the committee may not appoint anyone outside of the committee to act on their behalf at a meeting of the Council.
6. No more than one parent per family may serve on the committee.

## Officers

1. Officers (i.e. Chair, Vice Chair, Secretary, Treasurer and Co- Treasurer) are elected by the committee at the first meeting of the committee.
2. To be eligible for a nomination to an officer position, the nominee must be a current member of the committee and must have been a member of the committee during the previous school year. In the event that no previous committee members are nominated for a role, then a new member can be nominated for that role.
3. Officers can serve, at most, two consecutive years in the same role. They may remain on the Committee in an alternative capacity.

# MEETINGS

## Annual General Meeting

1. The AGM must be held every year, with 14 days' notice given to members.
2. There must be at least 20 members present at the AGM for there to be a quorum.
3. Minutes shall be kept and provided in writing to the committee members at most ten working days after the meeting.
4. All Council members have the right to attend the AGM and have one vote.
5. An officer of the committee must present the annual report and accounts.
6. Class Representatives can be automatically appointed if there are two or fewer nominations in a class. If there are more than two nominations in a class then an election will be undertaken for that class.
7. The election process for class representative roles at the AGM can be a show of hands or a confidential, paper voting process overseen by the Principal.
8. Committee officers must retire at the next AGM but may stand for re-election.

## Committee Meetings

1. The committee must hold at least one meeting per term of the academic year.
2. Each committee member shall be notified in writing of the meeting and agenda at least ten working days before each meeting.
3. Additional meetings will be called at the discretion of the Committee. Members of the Committee who are unable to attend meetings are requested to inform the Chairperson or Secretary.
4. The quorum for a meeting of the Committee shall be 50% plus one of the Committee membership.
5. Minutes shall be kept and provided in writing to the committee members at most ten working days after the meeting.
6. Vacancies during the year to be filled by co-option.
7. A meeting of the committee may be held either in person or by suitable alternative means agreed between the members in which all participants may communicate simultaneously with all other participants.
8. If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

## General Meetings

1. If it is deemed necessary to change the constitution, or wind up the organisation, the committee must call a General Meeting so that the membership can make the decision.
2. The committee must also call a General Meeting if they receive a written request from the majority of members.
3. All members must be given 14 days' notice and told the reason for the meeting.

4. All decisions require a majority to be passed. Voting can take place by a simple show of hands.
5. Minutes shall be kept and provided in writing to the committee members at most ten working days after the meeting.

## MONEY AND PROPERTY

1. Permission must be sought from the Principal for use of school premises.
2. Parents' Council members using school premises shall not interfere with or make use of rooms or other facilities other than those which are allocated to them.
3. Money and property must only be used for the Council's purposes (aims).
4. The committee must keep accounts. The format of the accounts can be a simple income and expenditure account with a balance sheet of all assets held (if any). The most recent annual accounts can be seen by anybody on request.
5. Members cannot receive any money or property from the Council, except to refund reasonable, pre-arranged out of pocket expenses, unless permitted by law.
6. Other than a small cash float to be used at events, all money must be held in the organisation's bank account.

## DISSOLUTION

1. In the event of dissolution, all remaining funds (after payment of outstanding debt) would transfer to the school.

## GENERAL

1. The Committee shall strive to ensure a reasonable religious and cultural balance within its composition and within any fundraising activities undertaken, in line with the school's ethos.

---

**Signed and dated**

