

Glaitness School Draft Parent Council Constitution

1. This is the constitution for Glaitness School Parent Council
2. 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, its pupils, all its parents and the wider 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

The statutory functions of the Parent Council are set out in the Scottish Schools (Parental Involvement) Act 2006, and a summary of those functions is contained in the attached Appendix

3. The membership will be a minimum of 12 parents or carers of children attending the school. The maximum size is 25.
To hold a meeting, the number of parents present must exceed the number of co-opted members present, and there must be present a minimum of 8 of children not from the same household.

Any parents 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 voting from the parents of the class where too many volunteers have come forward. 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 Council.

The Parent Council will be made up of one representative from each year group who will be chosen by the parents of children in those year groups. The Parent Council will be selected for a period of 1 year after which they may put themselves forward for re-selection if they wish. All parents of children at the school can take part in the selection

The Head Teacher of Glaitness School shall have the right and, if requested by the Parent Council, the duty to give advice to the Council on any matter. The Head Teacher will also have the right to be present and to speak at meetings of the Council, but shall not be a member of the Council.

The Director of Education & Recreation Services or nominated officer shall be entitled to attend and to speak at any meeting of the Parent Council, but shall not be a member of the Council.

A councillor for the electoral ward shall be entitled to attend and to speak at any meeting of the Parent Council, but shall not be a member of the Council.

4. The Parent Council may co-opt up to 3 *people* to assist it with carrying out its functions. Co-opted members will not have voting rights.

The number of parent members on the Parent Council must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of *one year* after which time the Parent Council will review and consider requirements for co-opted members.

5. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).

The Parent Council will be chaired by a parent of a child attending Glaitness School. If the child ceases to be a pupil, a new Chair will be agreed at the next annual meeting.

If the child ceases to be a pupil, the role of the Chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

6. The Parent Council is accountable to the Parent Forum for Glaitness School and will make a report to it at least once each year on its activities on behalf of all the parents.

If 30 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent 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.

7. The Annual Meeting will be held in April 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 Parent Council and its committee(s)
 - selection of the new Parent Council
 - invitation to co-opted members
 - discussion of issues that members of the Parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor.

8. The Parent Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any three 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 date, time and place of the meeting.

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 parent members agree. Termination of membership would be confirmed in writing to the member.

9. Copies of the minutes of all meetings will be available to all parents of children at School and to all staff at the school. Copies will be available from the Secretary of the Parent Council/ Clerk to the Parent Council, the school's website and from the school office.
10. 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 his or her representative, can attend.
11. The Parent Council can raise funds by any means other than by borrowing, can apply for and receive grants and receive gifts.

The Parent council cannot acquire any interest in heritable property, whether by inheritance, gift or otherwise.

12. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. Signatories not to be in the same household.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

13. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. The Parent Council shall provide the education authority and the headteacher with a copy of the amended or new constitution.
14. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school (or schools), where this continues.
15. The Parent Council will be involved in the recruitment and selection of school staff, in accordance with the education authority policy.

Signed
Chair

Signed
Secretary

Date

Date

APPENDIX

Summary of the statutory functions of a Parent Council

(n.b. for a full list of the statutory functions please refer to the Scottish Schools (Parental Involvement) Act 2006)

Functions of a Parent Council

1. The functions of the Glaitness School Parent Council are:-
 - (a) to support the endeavours of those managing the school -
 - (i) to raise standards of education in the school,
 - (ii) to secure improvements in the quality of education which the school provides, and
 - (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
 - (b) to make representations -
 - (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
 - (ii) to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
 - (c) to promote contact between -
 - (i) the school,
 - (ii) the Parent Forum,
 - (iii) parents of prospective pupils of the school,
 - (iv) pupils in attendance at the school,
 - (v) the community, and
 - (vi) such other parents as it appears to the council appropriate to include for the purposes of this paragraph,
 - (d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event -
 - (i) not more than 12 months after the council is established, and
 - (ii) after that first report, at intervals of not more than 12 months,
 - (e) to ascertain the views of members of the Parent Forum as regards -
 - (i) the standards of education in the school,
 - (ii) the quality of education which the school provides,
 - (iii) the exercise by the council of its functions, and
 - (iv) such other matters as appear to the council to be of interest or concern to the Parent Forum,
 - (f) to collate those views and report them to -
 - (i) the headteacher of the school,
 - (ii) the education authority, and

- (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
- (g) to review from time to time its constitution and
- (h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.