



## GRANGE ACADEMY PARENT COUNCIL CONSTITUTION

1. This is the constitution of the Grange Academy Parent Council.
2. The Parent Forum will consist of all parents with children in attendance at Grange Academy.
3. 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 and all its parents
  - 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
  - To ensure confidentiality is respected in relation to the individual pupil, staff and parents
  - To consider ways for the Parent Council to consult with the Parent Forum –via surveys etc
4. The membership will be a minimum of 5 parents of children attending the school plus the Headteacher (or her or his representative) who has a duty and a right to attend and to act as an advisor to the Council. The maximum size is 40 but this number will be subject to review. The meeting will be quorate if 5 parent members are present.
5. Any parents of a child at the school can volunteer to be a member of the Parent Council and it is hoped that if the number of volunteers exceeds the number of places set out in the constitution, the volunteers will be invited to a meeting at which a decision on membership will be taken (consideration may be given to ensure a fair representation of volunteers is made across the wider Grange Academy catchment area, this would be through identification of your child's feeder Primary School catchment area). This would be on the basis of a simple ballot of 1 person 1 vote from the current Parent Council membership. 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.
6. The Council membership will initially be finalised each year in September at the AGM. Parent Council work will start in September following this meeting but this may be varied if the Council thinks it is appropriate. Members of the Council will serve for a period of 2 years and will be eligible for reselection after this period. Continued membership is dependent on a member attending at least one meeting throughout the school year.
7. The Parent Council may co-opt members as it thinks fit. These may include teachers and we encourage attendance from school captains. The number of parent members on the Council will always be greater than the number of co-opted members.
8. The Chair, vice-chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members at the Annual General Meeting in September to accommodate the East Ayrshire Council Parent Steering Group. Office bearers will be re-selected by the Parent Council on an annual basis. Only a person who is a member of the school's parent forum may chair the Parent Council; however should their child cease 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 General Meeting.
9. The Parent Council is accountable to the Parent Forum for Grange Academy and will make a report to it at least once a year on its activities on behalf of all the parents.

10. If 2 of 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 shall at the same time circulate notice of the matter, or matters, to be discussed.
11. The annual 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 of the work of the Parent Council and its committee(s)
  - Where appropriate, the selection of the new Parent Council members as required
  - Discussion of issues that members of the Parent Forum may wish to raise
  - Approval of the accounts and appointment of the Auditor, where necessary
12. The Parent Council will meet at least once in every school term along with the Annual General Meeting. 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 2 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 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.
13. Copies of the Minutes of all meetings will be available to all parents of children at Grange Academy and to all staff at the school and the local authority. Copies will be available from the Secretary of the Parent Council and from the school office and web sites.
14. Meetings of the Parent Council shall normally be open to the public, unless the Parent Council is discussing an issue which is considered should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representatives, can attend.
15. The Treasurer will, if appropriate, 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. 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.
16. The Parent Council may make changes or additions to the constitution at the AGM or an SGM called for the purposes. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present
17. 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.
18. Throughout this Constitution the term "parent" can be taken to mean any adult who has a caring role for children and who is responsible for a child's education.
19. We are an Equal Opportunities Parent Council where no parent, child or vulnerable adult is denied the right of access to our facilities and support on the grounds of race, age, colour, creed, gender, disability, occupation, religion, sexual orientation, political persuasion, marital status or having/not having dependants.
20. The Parent Council is regulated by General Data Protection Rules (policy available on request)