



EAST AYRSHIRE COUNCIL THE ROBERT BURNS ACADEMY PARENT COUNCIL CONSTITUTION

1. This is the constitution for The Robert Burns Academy 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.
 - To promote health and wellbeing for all concerned at The Robert Burns Academy.
 - To provide opportunities for fundraising.
 - To ensure confidentiality is respected in relation to the individual pupil, staff and parent.
 - To ensure that all parents are informed appropriately.
 - To look at funding opportunities and progress when resource exists.

3. The membership will be a minimum of **ten** parents of children attending the school. The maximum size is **fifty**. The meeting will be quorate with **six** members attending. It is desirable but not necessary that parents should represent students from all 6 years of the school.

Where a member of the Parent Council fails to attend **two** consecutive meetings without reason or apology then the member will be deemed to have retired from the Parent Council.

Parent members must remain in the majority at all meetings. The Headteacher or her/his representative although not a member of the Parent Council, has a duty and a right to attend and to act as an adviser to the Council.

4. The Parent Council should be made up of representatives from each year group who will nominate themselves and, if necessary, be voted for by existing members 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 ballot. Names of volunteers and ballot papers will be sent to each member of the existing Parent Council to be completed and returned within two weeks. Each member of the Parent Council will have one vote each. 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 selected for a maximum period of three years, after which they may put themselves forward for re-selection if they wish.

The Scottish Schools (Parental Involvement) Act says the Parent Forum consists of all parents who have a child at the school. The definition of 'parent' includes everyone with a parenting role, for example non-resident parents, foster carers, and relatives who are caring for children for a range of different reasons.

5. The Parent Council may appoint up to **four** members to assist it with carrying out its functions.

The number of parent members on the Parent Council must always be greater than appointed members.

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Appointed members will be invited to serve for a maximum period of three years, or as required by the Parent Council, after which time the Parent Council will review and consider requirements for co-opted membership.

Where there is capacity within the membership number, the Parent Council may appoint members during the year, separate to the AGM.

6. The Chair, Vice Chair, Secretary and Treasurer (once required) 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.

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

7. The Parent Council is accountable to the Parent Forum for The Robert Burns Academy and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If 10% 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, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
9. 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 on the work of the Parent Council and its committee(s).
 - selection of the new Parent Council.
 - discussion of issues that members of the Parent Forum may wish to raise.
 - approval of the accounts and appointment of an independent reviewer (once bank account established).
10. 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. Appointed members will not be given the right to vote.

The Chair of the Parent Council can request that an additional meeting be held at the request of any member of the Parent Council, 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.

11. Copies of the minutes of all meetings will be available to all parents of children at The Robert Burns Academy and to all teachers at the school. Copies will be available on the school website once approved.
12. 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 Headteacher, or his or her representative, can attend. Those who are not members of the Parent Council will attend as observers only and will only be permitted to contribute at the discretion of the Chair.

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Once/when resource allows for a funding group:

13. 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 approval of any two approved signatories.
14. 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 reviewed by an Independent Reviewer.
15. 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 change its constitution at the Annual General Meeting or a Special General Meeting called for that purpose. All approved changes will be communicated to the Parent Forum via the school's normal communication channels.
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, where this continues.
18. The Chair of the Education Committee or a representative and the local Elected Member(s) for the ward(s) of the school's catchment area can request to attend and speak at any Parent Council or Parent Forum meeting.
19. The Head of Education, East Ayrshire Council or a representative can request to attend and speak at any Parent Council or Parent Forum meeting.