

EAST AYRSHIRE COUNCIL



EDUCATION AND SKILLS KILMARNOCK ACADEMY PARENT COUNCIL

CONSTITUTION

Version Control	V2.0
Date	October 2026
Review Due	September 2029

1. This is the constitution for Kilmarnock Academy Parent Council.
2. The Parent Forum will consist of all parents* with children in attendance at Kilmarnock Academy. (* see note at end).
3. Members of the Parent Council will be elected from the wider Parent Forum, with representation across all year groups.

Any parent/carer of a child at the school can volunteer to be a member of the Parent Council. If the number of volunteers exceeds the number of places set out in the constitution (see below), members will be selected by random ballot in the year group(s) which is (are) oversubscribed i.e. draw lots.

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.

4. 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.
5. Members of the Parent Council will ensure confidentiality is respected in relation to the individual pupil, staff and parent.
6. The membership will be a minimum of three parents of children attending the school plus the Head Teacher (or her or his representative). The Head Teacher has a duty and a right to attend and to act as an adviser to the Council. (The Head Teacher is not a member). The maximum size of the Parent Council will be twenty.
7. The meeting will be quorate with three parent members attending. Parent members must be in the majority at all meetings where a vote may be required.
8. Members of the Parent Council will be selected at each school session, after which they may put themselves forward for re-selection if they wish.
9. The Parent Council will be in place by the end September.
10. The Parent Council may co-opt up to six members to assist it with carrying out its functions. Co-opted members will have full voting rights.

Co-opted members will be invited to serve for a period of two years after which time the Parent Council will review and consider requirements for co-opted membership. The number of parent members on the Parent Council must always be greater than co-opted members.

11. The Chair, Vice Chair and Secretary of the Council will be agreed by the Parent Council members immediately following its formation.

12. Office bearers will be re-selected by the Parent Council on an annual basis at the Annual General Meeting of the Parent Forum.

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

13. The Chair of the Parent Council, or nominated deputy, will represent the Parent Council on the East Ayrshire Council Parent Steering Group.

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

15. If 5% 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 four weeks' notice of the meeting and, at the same time circulate notice of the matter, or matters, to be discussed at the meeting.

16. 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 of the work of the Parent Council and its committee(s).
- Re-selection/confirmation of office bearers as appropriate.
- 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.

17. The Parent Council will meet at least once in every school term, and additionally as required.

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

19. Any two 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.

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

21. Copies of the minutes of all meetings will be available to all parents of children at Kilmarnock Academy, 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.

22. 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 Head Teacher, or his or her representative, can attend.

23. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum (this may take place at the annual meeting). Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

24. Constitution will be reviewed every 3 years.

25. 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.

26. The Parent Council can invite guests, including pupil representatives to attend, present or observe any meeting.

27. 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 have the right to attend and speak at any Parent Council or Parent Forum meeting.

28. The Director of Education or a representative has the right to attend and speak at any Parent Council or Parent Forum meeting.

Note: the term 'parents', for the purpose of this constitution, includes all those responsible for Kilmarnock Academy pupils such as carers or guardians.