

Parent Council

Constitution

1. Name

The name of the association will be the Eastwood High School Parent Council, hereinafter called the Parent Council.

2. Functions

The Council is established in accordance with the Scottish Schools (Parental Involvement) Act, hereinafter called the Act. Its functions are as described in the Act and are, in brief, to:-

- a. support school management to improve the quality of education which the school provides, and develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school.
- b. develop and engage in activities which support the education and welfare of pupils.
- c. promote contact between the school, the Parent Forum, prospective parents and the community.
- d. report on the Council activities to the Parent Forum at least annually,
- e. identify and represent the views of the Parent Forum
- f. comply with any reasonable request made to it by the head teacher of the school or by the education authority for information relating to its exercise of those functions.

3. Membership

Full membership of the Council will be open to:-

- (a) elected members of the parent forum
- (b) members co-opted by the current members of the council, one of whom must be a denominational nominee in the case of denominational school
- (c) Pending further information from the local Authority, it may be a requirement for all members to be disclosure checked.
- (d) If a Parent Council member has habitual non attendance at council meetings then the member will be asked to step down. If a 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 two thirds of the whole membership of the Parent Council agree. Termination of membership would be confirmed in writing to the member.

In non-denominational schools, co-opted members may represent denominational groups, however, the Council will have due regard to the cultural and religious diversity of the school population in co-opting such members.

Membership will terminate four years from appointment, or when a parent's youngest child leaves the school, or when a member gives notice of resigning position.

Membership of Parental Council should be no less than 20 and maximum of 25.

4. Officers

- a) Only a person who is a member of the school's Parent Forum may chair the Parental Council.
- b) The Chair, Vice Chair, and any other honorary officers will be elected at the inaugural General Meeting and when elected should hold office until the next Annual General Meeting.

5. Committees

The Council may appoint such special or standing committees as it deems necessary and will determine their terms of reference, powers, duration and composition. All proceedings of such special committees will be reported to the Council.

6. Meetings of the Council

- a) All meetings of the Council are open to all members of the parent forum and to the public, however, the Council (including the Head Teacher), has the right to meet in private during discussion of any matter which the Council considers should be dealt with on a confidential basis.
- b) Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.
- c) The Head Teacher has both a right and a duty to attend Council meetings or to be represented at a Council meeting.
- d) There will be an annual general meeting of the Council.
- e) Notice of all meetings must be made at least two weeks in advance of the meeting to all members and to the Parent Forum.
- f) The quorum will be one quarter of the membership, providing that the number of co-opted members in the quorum does not exceed the number of members of the parent forum.
- g) All issues arising at any meeting will be decided by a simple majority of those present who are entitled to vote. Proxy votes will be accepted.
- h) The full Parent Council will meet at least once in every school term.

7. Finance

- a) The Council may raise funds by any legal means, other than borrowing, and may expend these sums to carry out its functions at its discretion and in line with appropriate legislation.
- b) The Council may receive donations (all donations must be noted).
- c) The treasurer will ensure that proper accounts are kept and followed.
- d) An audited annual statement of accounts shall be presented to the Annual General Meeting and circulated to the Parents Forum.

8. Review Constitution

The Council may review and amend its constitution, but only with the consent of two thirds of the full Parent Council.

9. Dissolution of the Council

Should the Parent Council cease to exist, any funds received from the Education Authority will be passed to the Education Authority to be used for the benefit of the school. Any funds raised by the Council will be passed directly to the school.