

## Isobel Mair School Parent Council

### Constitution

**August 2013**

1. The name of the association shall be the Isobel Mair School Parent Council, hereinafter called the Parent Council.

2. The council is established in accordance with the Scottish Schools (Parental Involvement) 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 both 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 termly and ensure that minutes of meetings are posted on the school's website.
- 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.
- g) organise social and fund raising events on behalf of the school.

### 3. Membership

Please note that 'parent' includes carers.

Full Membership shall include:

- a) self nominated members of the parent forum on an annual basis.
- b) members co-opted annually by the current members of the Parent Council.
- c) Teachers who are co-opted annually by the Parent Council.

In multi-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.

The right of membership shall terminate when a parent's youngest child leaves the school.

In addition, parents from the Family Centre are invited to attend meetings and have a nominated representative.

#### **4. Officers**

- a) Only a person who is a member of the school's Parent Forum can chair a Parent Council meeting.
- 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.
- c) At the Inaugural meeting of the Parent Council, the Head Teacher, or Head Teacher's representative, will chair the meeting until the election of office bearers has taken place.

#### **5. Committees**

The Council may appoint such special or standing committees as it deems necessary and shall determine their terms of reference, powers, duration and composition. All proceedings of such special committees shall 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 invited public.
- 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 in August.
- 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) Should a vote be necessary to make a decision, each full council member at the meeting shall have one vote, with the Chair having the casting vote in the event of a tie.
- h) The 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 spend these sums to carry out its functions at its discretion and in line with appropriate legislation.
- b) The Council may receive gifts.
- c) The treasurer will ensure that proper accounts are kept.
- d) An auditor, who should be independent of the Parent Council, shall be appointed at the Inaugural meeting and thereafter at the AGM.
- e) An audited annual statement of accounts shall be presented to the AGM and circulated to the Parents Forum.

8. This constitution will require to be reviewed annually by the Parent Council and in consultation with the Parent Forum.