

MEARNS HIGH SCHOOL

Parent Council Constitution

1. Name

The name of the association will be the Mearns Castle 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 Parent 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 Parent Council will be open to:

- a) elected members of the Parent Forum up to a maximum of 24 which can include representatives of special interest parent groups within the school who will be nominated by the special interest group
- b) members co-opted by the current members of the Parent Council, up to a maximum of six
- c) elected members of the teaching staff up to a maximum of six

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

Membership will terminate when a parent no longer has any children attending the school, or when a member gives notice of resigning position.

4. Officers

- a) Only a person who is a member of the school's Parent Forum may chair the Parent 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 Parent 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 Parent Council.

A Parent-Teacher Association Standing committee (hereinafter called the PTA) will be formed from within the Parent Council and will fulfil the role of the previous PTA.

6. Meetings of the Council

- a) All meetings of the Parent Council are open to all members of the Parent Forum and to the public, however, the Parent 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 Parent Council meetings for to be represented at a Parent Council meeting.
- d) There will be an Annual General Meeting of the Parent 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 sixth 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.
- h) The Parent Council will meet at least once in every school term.

7. Finance

- a) The Parent Council may raise funds by any legal means, other than borrowing, and may expend those sums to carry out its functions at its discretion and in line with appropriate legislation.
- b) The Parent Council may receive gifts.
- c) The treasurer will ensure that proper accounts are kept.
- 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 Parent Council may review and amend its constitution, but only with the consent of the majority of the Parent Forum.

9. Dissolution of the Council

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.