

## CONSTITUTION

### 1. NAME

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

### 2. FUNCTIONS & AIMS

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

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

### 3. POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

#### 4. MEMBERSHIP OF THE PARENT FORUM

The membership of the Parent Forum consists of all parents/carers of children attending Williamwood High School.

#### 5. PARENT COUNCIL MEMBERSHIP

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

Full membership will be open to :

- a) elected members of the Parent Forum
- b) members co-opted by the current members of the Parent Council

Membership will terminate if any of the following conditions are met :

- i) a period of four years after first appointment to the Council has elapsed
- or
- ii) when a parent's youngest child leaves school
- or
- iii) when a member gives notice of resigning his/her position

In the event of a vacancy arising during a full member's term, the Council may fill the vacancy by co-opting a full member of the Parent Forum.

The Council's membership will be made up as follows :

- i) a maximum of twenty-four parents who may be elected
- ii) a maximum of six co-opted members
- iii) a maximum of two co-opted teachers

The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

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

## 6. OFFICERS

- a) Only a person who is a member of the school's Parent Forum may chair the Council
- b) The office bearers will be Chairperson and Vice-chairperson and any other honorary office bearers e.g. Secretary, Treasurer etc. as may be required. The office bearers will be elected by the Parent Council at the AGM and hold office until the next AGM.

## 7. 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.

## 8. MEETINGS OF THE COUNCIL

Meetings of the Parent Council shall be held as required.

- a) All meetings of the Council are open and any member of the Parent Forum may attend although they will not have voting rights. However the Council (including the Headteacher) 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 Council involvement.
- c) The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

- d) There will be an Annual General Meeting of the Council within eight weeks of the start of the new school term in August.
- e) Notice of all meetings must be made at least two weeks in advance to all members and to the Parent Forum.
- f) At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form a quorum. A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance, and the number of co-opted members does not exceed the number of members of the Parent Forum.
- g) Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.
- h) The Council will meet at least once in every school term.
- i) The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.
- j) A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

## 9. ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in (any convenient month) each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:-

- a) the work of the Parent Council
- b) approval of the accounts (if required)
- c) appointment of an individual who will review the annual accounts (if required)
- d) any resolutions submitted by the Parent Forum
- e) election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.

At all General Meetings the quorum shall consist of - as a minimum - a number equal to the number of Council members .

The Parent Council or any number of the Parent Forum - at a minimum equal to the number of Parent Council members - shall have the power to call an Extraordinary General Meeting.

## 10. FINANCE

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.

The Council may receive gifts, which should then be used in the furtherance of its activities.

In the event of the Parent Council raising funds the following will apply :

- a) The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.
- b) The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.
- c) An audited annual statement of accounts shall be presented to the AGM and circulated to the Parent Forum.

## 11. REVIEW AND / OR CHANGES TO THE CONSTITUTION

The Council may review and amend its constitution. Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## 12. DISSOLUTION OF THE COUNCIL

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or local authority as necessary.

Revised October 2014.