

Constitution

1. Name

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

2. Functions

- a) The Parent 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 promote contact between the school, the Parent Forum, prospective parents and the community.
- b) 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.
- 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 Parent 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 these 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

Full membership of the Parent Council will be open to:

- a) Self nominating members of the Parent Forum
- b) Members co-opted by the current members of the Parent Council
- d) The maximum number of parents who may self-nominate is 24. The maximum number of members who may be co-opted is 6, in addition to 2 teachers of the school.

The Parent Council will seek, as far as is practical, to include in its membership parents of pupils at each stage of the school.

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

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's youngest child leaves the school, or when a member gives notice of resigning position.

6. 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 Annual General Meeting and when elected should hold office until the next Annual General Meeting.

7. 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.

8. Meetings of the Parent Council

- a) All meetings of the Parent Council are open to all members of the Parent Forum although they will not have voting rights. However, the Parent Council, including the Headteacher has the right to meet in private during discussion of any matter which the Parent 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 Headteacher has both a right and a duty to attend Parent Council meetings or to be represented at a Parent Council meeting
- d) There will be an annual general meeting of the Parent Council within 8 weeks of the start of the new school year
- 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, provided that the number of parent members present exceeds the number of co-opted members present. A quorum is only valid if the members of the Parent council have been informed of the meeting and sent notice of the items of business in advance.
- g) All issues arising at any meeting will be decided by a simple majority of those present who are entitled to vote. In cases where a formal vote is required, all parent members of the Parent Council are entitled to vote; neither co-opted members nor the Headteacher may vote. The Chair of the Parent Council will have the casting vote.
- h) The Parent 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 made available to the Parent Forum at least 2 weeks in advance

The business shall include:

- a) The work of the Parent Council
- b) Approval of accounts (if required)
- c) Appointment of person to review the accounts (if required)
- d) Any resolutions submitted by the Parent Forum

e) Election of office bearers

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

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

10. Finance

- a) The Parent 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 Parent Council may receive gifts, which should be used in the furtherance of its activities
- c) The treasurer will ensure that proper accounts are kept
- d) In the event of the Parent council raising funds, an annual statement of accounts that has been subject to an independent examination shall be presented to the Annual General Meeting and circulated to the Parents Forum(if required)

11. Review Constitution

The Parent 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 changes shall be specified in the notice calling the meeting and be approved by no less than two thirds of those present.

12. Dissolution of the Parent Council

Should the Parent Council cease to exist, any remaining funds will be distributed for the benefit of the children at the school and/or local authority as necessary.

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