

# St Ninian's Parent Council



## Constitution of the St Ninian's High School Parent Council

### The School

This is the constitution of St Ninian's High School Parent Council. St Ninian's High School is a six-year co-educational Catholic High School. The school serves the communities of Clarkston, Giffnock, Newton Mearns, Eaglesham and Busby in East Renfrewshire and those from other areas attending the school. .

### Objectives

The objectives of the Parent Council are to

- Promote partnership between the school, its pupils and its parents
- Develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- Support the school in the ongoing promotion of a Catholic ethos

The Parent Council will not engage in any fund raising activities. This is currently the remit of the Friends of St Ninian's ("Friends"). Should the Friends cease to exist the Parent Council, following agreement with the Parent Forum, may take on fund raising activities.

### Membership

**Parents.** The membership will be a maximum of 12 parents – ideally two parents from each year group, but if 2 from each year group are not forthcoming, then any other volunteers from the Parent Council may be accepted. A minimum of 5 parents will be required to constitute the Parent Council.

**Staff.** There will be a maximum of 3 members of staff of the school.

**Pupils.** There will be a maximum of 2 pupils, ideally the Head Boy and Head Girl.

**Church.** The membership will be a maximum of 1 representative of the Catholic Church.

**Co-opted.** The membership will be a maximum of 2 co-opted members from the wider community.

### Selection

**Parents.** Any parent or carer of a child at the school can volunteer to be a member of the Parent Council. If there are less than 12 volunteers then all will be members of the Parent Council. In the event that the number of volunteers is greater than 12, then those year groups where the number of volunteers exceeds the number of places for that year group (2), drawing lots will select Parent Council members for those year groups.

**Staff.** The school will introduce its own arrangements for selecting staff members.

**Pupils.** As nominated by the school

**Church.** The Archdiocese of Glasgow will nominate the Church representative.

**Co-opted.** The Parent Council, on the recommendation of the Parent Forum, will co-opt members drawn from the wider community.

### Terms of Office

Members of the Parent Council will be selected for a period of 3 years but may be available for re-election.

A parent member shall resign from the Parent Council at the end of the school year in which their youngest child leaves the school.

A Parent Member who has not attended at least four Parent Council monthly meetings in any 12 month period can be assumed to have resigned their membership of the Parent Council.

### Office Bearers

The Parent Council shall elect a Chair, Vice Chair and a Treasurer. The chair and vice chair must be parent members. The Parent Council will also employ a clerk.

### Meetings

The Parent Council will meet at least twice per school term with meetings held in the school. The agenda for the meeting will be made available 7 days in advance. One third of Parent Members must be in attendance at each meeting.

Should a vote be necessary to make a decision, each member of the meeting shall have one vote with the chair having a casting vote in the event of a tie. A majority shall be 50% + 1 of those attending. Voting shall be by show of hands or, where at least 2 Parent Members request it, by ballot.

Meetings of the Parent Council shall be open to the Parent Forum and the public, unless the Parent Council is discussing an issue that it considers to be confidential.

In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, shall attend.

Any 2 members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting.

The Annual Meeting will be held during the first School term in each year. A notice of the meeting including the date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:

- a report on the work of the Parent Council
- discussion of issues that members of the Forum may wish to raise

The constitution can only be changed at the AGM, where a two thirds majority will be required to change any aspect of the Constitution.

#### Accountability

The Parent Council is accountable to the Parent Forum for St Ninian's High School and will make a report in writing to it at least once each year on the activities undertaken on behalf of all the parents.

Copies of the minutes of all meetings will be available to all parents of children at St Ninian's High School and to all teachers at the school. Copies will be placed on the school's website, distributed to local parishes, associated primary schools and local libraries. A copy of the minutes will also be displayed within the school.

If 30 members of the Parent Forum (being the parents of pupils at the school) request a special meeting to discuss issues falling within the remit of the Parent Council, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.