

**CONSTITUTION**

of

**THE PARENT COUNCIL  
OF  
ST NINIAN'S HIGH SCHOOL, GIFFNOCK**

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*(As adopted on 9 September 2024)*

## PREAMBLE

St Ninian's High School is a Roman Catholic secondary school.

The Parent Council is the representative of the Parent Forum.

The Parent Forum comprises the parents of the pupils in attendance at the School.

Among other things, the Parent Council has a vital role:

- (i) in providing a voice for parents, guardians and carers on School issues;
- (ii) in supporting the School to raise standards of education in the School, to secure improvements in the quality of education there, and to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils in attendance at the School;
- (iii) in supporting the School to develop as an exemplar community of Catholic faith, through the promotion of Gospel values, through celebration and worship, and through service to the common good.

### **1. The name of the Parent Council**

The full name of this association shall be "The Parent Council of St Ninian's High School".

### **2. The functions of the Parent Council**

The Parent Council is established in terms of the Scottish Schools (Parental Involvement) Act 2006 ("the 2006 Act"). Its functions are as set out in the 2006 Act.

For the avoidance of doubt, the functions of the Parent Council shall also include the following:

- (i) To promote the School as an embodiment of the highest standards of learning, scholarship, personal growth and attainment;
- (ii) To promote the School as an exemplar community of Catholic faith through the promotion of Gospel values, through celebration and worship, and through service to the common good;
- (iii) To promote the moral and social teaching, faith tradition and sacramental life of the Catholic Church and its ethos within the School, including respect for different beliefs and cultures, and the promotion of inter-faith dialogue;
- (iv) To promote close cooperation and communication between the School, the Archdiocese of Glasgow, the Diocese of Paisley, the proximate Roman Catholic Parishes of St Cadoc's (Newton Mearns), St Joseph's (Clarkston), St Vincent's

(Thornliebank) and Holy Name (Mansewood), and the families of all pupils at the School;

- (v) To act as a community advocate for Catholic education (including the promotion of respect for different beliefs and cultures, and the promotion of inter-faith dialogue);
- (vi) To promote the visions, aims and values of the School, including the Charter for Catholic Schools in Scotland;
- (vii) To identify, discuss, and to ascertain and represent the views of the Parent Forum on, issues of interest or concern relating to the School and/or its pupils;
- (viii) To facilitate and promote the involvement of the Parent Forum as active participants in the life of the School;
- (ix) To facilitate and promote close co-operation and communication between the School and the Parent Forum;
- (x) To communicate and engage with the School, the education authority, and all other such persons, entities, agencies and associations as the Parent Council may consider appropriate, for the purpose of supporting, advancing and promoting the views of the Parent Forum and functions of the Parent Council;
- (xi) To participate in the process of recruitment of senior staff at the School;
- (xii) Without prejudice to the foregoing, to engage in all activities which, in the view of the Parent Council, support, advance or promote:
  - (1) the physical, mental and spiritual welfare of pupils at the School,
  - (2) the happiness and well-being of all pupils at the School (including by way of the provision of facilities, benefits, and curricular and extra-curricular experiences and activities, for the pupils), and/or
  - (3) the views of the Parent Forum on issues of interest or concern relating to the School and/or its pupils;including, among other things, to engage in fund-raising, social, charitable, educational, political, or lobbying activities.

### **3. The Powers of the Parent Council**

- 3.1 The Parent Council shall have the power to do anything considered by it to be in furtherance of its functions, subject to the limitation that its principal aim and function is to represent the views of the Parent Forum.
- 3.2 Without prejudice to the foregoing generality, in pursuance of its functions, the Parent Council shall have the following powers:
  - (i) To raise funds by any legal means, except borrowing;
  - (ii) To expend those sums to carry out its functions, at its discretion, and in a manner consistent with the Catholic ethos of the School.

#### 4. Membership of the Parent Council

*Who may be a member of the Parent Council?*

4.1 Only the following persons may be members of the Parent Council:-

- (i) Self-nominated members: Any member of the Parent Forum whose self-nomination (per rules 4.4 & 4.5, below) as a member of the Parent Council is approved by a majority of the members of the Parent Forum in attendance at the Annual General Meeting ("AGM") of the Parent Council.
- (ii) Co-opted members: Any person who, in order to assist the Parent Council to carry out any of its functions (whether generally or in relation to a specific task), is co-opted as a member of the Parent Council by virtue of a majority vote of either (i) the members of the Parent Forum in attendance at the AGM, or (ii) the members of the Parent Council at an Ordinary or Extraordinary Meeting of the Parent Council.

A co-opted member need not be a member of the Parent Forum.

The Parent Council should seek to achieve, in its composition, a broad and diverse representation to reflect the rich diversity of the Parent Forum.

*Maximum number of self-nominated and co-opted members*

4.2 The number of self-nominated members of the Parent Council shall not exceed 20 at any one time. The number of co-opted members shall not exceed five at any one time. Therefore, the aggregate maximum number of Parent Council members is 25.

4.3 At any AGM, if the number of self-nominations received from prospective members exceeds 20, then the self-nominated Parent Council members shall be selected by means of a simple open ballot carried out as follows: the names of all the self-nominees shall be written down and concealed in a batch, and the first 20 names randomly selected from the batch by the Head Teacher shall be deemed to be appointed as the self-nominated Parent Council Members.

*Procedure for self-nomination*

4.4 Any member of the Parent Forum who wishes to nominate himself or herself for election as a member of the Parent Council may do so as follows: either (i) by attending, in person, at the AGM to declare that self-nomination, or (ii) provided that person was, in the preceding year, already a member of the Parent Council (and neither clause 4.12 nor clause 4.14 applied to that person), by appointing a

proxy to attend in person at the AGM for him or her, to declare that self-nomination.

- 4.5 All self-nominations (whether declared in person or by proxy) shall be voted upon at the AGM.

The self-nominees shall be elected by a simple majority vote, on a show of hands, of the members of the Parent Forum in attendance, in person, at that AGM (which show of hands shall include the vote of the self-nominee, if that self-nominee or his/her proxy is in attendance, in person, at the AGM).

- 4.6 However, in order that the AGM has fair notice of the identity of all self-nominees, any member of the Parent Forum who wishes to nominate himself or herself for election as a member of the Parent Council must deliver to the Chair or Vice-Chair of the Parent Council, no later than five days in advance of the AGM at which that person seeks such election, written notice of his or her intention to seek such election disclosing (i) the full name, permanent residential address, and telephone contact number of the self-nominated member and (ii) the identity of the pupil (or pupils) at the School of whom that person is the parent or guardian; which failing, that self-nominated member shall be precluded from being elected to membership of the Parent Council at that AGM, unless permitted to do so by a simple majority vote, on a show of hands, of the members of the Parent Forum in attendance at that AGM.

#### *Mandatory co-opted member (Church nominee)*

- 4.7 The membership of the Parent Council must always include one co-opted member who is, for the time being, the Church representative nominated by the Archdiocese of Glasgow or Diocese of Paisley, as may be agreed between them.

#### *When are members elected, and for how long?*

- 4.8 All self-nominated members of the Parent Council shall be appointed at the AGM. Such members shall be elected for a term of one year only, but shall be eligible for re-election thereafter.
- 4.9 Co-opted members shall also generally be elected at the AGM (by the members of the Parent Forum), again for a term of one year only, subject to re-election thereafter. However, co-opted members may also competently be elected (by the Parent Council itself) at any Ordinary Meeting or Extraordinary Meeting of the Parent Council, if the need so arises.

- 4.10 For the avoidance of doubt, all Parent Council members (self-nominated and co-opted) shall be deemed to have demitted office automatically upon the convening of the first AGM held after the date of their respective appointments.
- 4.11 All members of the Parent Council should aim to attend every meeting of the Parent Council.
- 4.12 Any member (with the exception of the Church nominee, co-opted in terms of paragraph 4.7, above) who fails to attend three consecutive meetings of the Parent Council, whether or not apologies for such absence are tendered in advance, shall be deemed to have resigned his or her membership with immediate effect.

#### *Summary termination of membership*

- 4.13 All members of the Parent Council must conduct themselves properly at Parent Council meetings.
- 4.14 If a member of the Parent Council fails to so conduct himself or herself, that person's membership of the Parent Council may be terminated at that meeting of the Parent Council, with immediate effect, by a unanimous vote, on a show of hands, of all the other members of the Parent Council then in attendance at the meeting PROVIDED THAT the number of Parent Council members then in attendance and so voting represents not less than three quarters (75%) of the total membership of the Parent Council.

## 5. **Officer Holders**

### *Who are the office holders?*

- 5.1 The Office Holders of the Parent Council shall be the Chair and the Vice-Chair, together with such other office holders as the Parent Council may determine from time to time (for example, a Treasurer and/or a Secretary); and, in each case, a joint, shared, part-time, acting, ad hoc, temporary or other flexible, appointment shall be competent.
- 5.2 The Chair and Vice-Chair must be members of the Parent Forum.
- 5.3 Office Holders must nominate themselves for office at the AGM. Each nominee must then be seconded by one other elected member of the Parent Council at the AGM. In the event of a competition for an office, the Office Holder shall be elected by a simple majority vote, on a show of hands, of the Parent Council members

elected at that AGM (which show of hands shall include the votes of the competing nominees for that office).

- 5.4. Every Office Holder shall be elected to that office for a term of one year only, but shall be eligible for re-election thereafter.

For the avoidance of doubt, the Office Holders shall be deemed to have demitted office automatically upon the convening of the first AGM held after the date of their respective appointments.

- 5.5. In the event of there being any vacancy in the role of any Office Holder, for any reason, temporary or otherwise, that vacancy may be filled at any subsequent Parent Council meeting, by the procedure set out above.
- 5.6. The Chair, assisted by the Vice-Chair (i) shall act as the spokesperson for the Parent Council; (ii) shall act as the principal liaison (on behalf of the Parent Council) with the Head Teacher, the School, all proximate Roman Catholic parishes and the Parent Forum (as well as with all third parties, including the local education authority); (iii) shall have particular responsibility to ensure that the Parent Council acts in a manner consistent with its functions and powers including, without prejudice to the foregoing generality, by promoting and encouraging the teaching and practice of the Catholic faith and its ethos within the School (including respect for different beliefs and cultures).
- 5.7. The Office Holders shall be responsible for keeping account of all income and expenditure of the Parent Council, they shall present a financial report to all Parent Council meetings, and they shall present written accounts for approval by the Parent Forum at the first AGM following their appointment.

## **6. Meetings of the Parent Council**

### *Openness*

- 6.1 All Parent Council meetings (and the Annual General Meeting) shall be fully open and accessible to the entire Parent Forum, unless the Parent Council is discussing an item that it considers to be confidential.

### *The Head Teacher*

- 6.2 The Head Teacher of the School shall have both a right and a duty to attend, or to be represented at, all meetings of the Parent Council, and shall be entitled to receive due notice of the same.

The Head Teacher shall be also entitled to be accompanied at any such meeting by any member (or members) of the School's teaching or administrative staff as the Head Teacher may choose.

The Head Teacher shall have no voting rights at any such meeting of the Parent Council.

*How often are meetings to be held?*

- 6.3 The Annual General Meeting ("AGM") of the Parent Council shall be held each year during the first term of the School year (in either August or September).

Notice of the calling of the AGM shall be advertised to the existing Parent Council members, and to the Parent Forum, no less than two weeks prior to the AGM.

The business of the AGM shall include (i) a report on the activities of the Parent Council in the preceding year, (ii) approval of the accounts, if any, (iii) any resolutions submitted by the Parent Council and (iv) election of Office Holders and members to serve on the Parent Council.

- 6.4 Thereafter, Parent Council meetings shall be held at least twice in each School term (referred to as "Ordinary Meetings").

- 6.5 Additional meetings of the Parent Council shall forthwith be arranged, as and when considered desirable or necessary, upon submission to the Chair of a written request to that effect by either (i) no fewer than two or more Office Holders or (ii) no fewer than one third in number of the current Parent Council members (referred to as an "Extraordinary Meeting"). If the Chair is unavailable for any reason (or if the office of Chair is vacant for the time being), such a request should be submitted to the current Parent Council members.

- 6.6 Not less than one week's notice must be given to the Parent Council members and to the Head Teacher of the calling of all such meetings (that is, any Ordinary Meeting and any Extraordinary Meeting); and the holding of all such meetings shall be notified in advance to the Parent Forum.



### *Who decides the agenda of the meeting?*

- 6.7 All Parent Council members, and all members of the Parent Forum, shall be entitled to suggest items for inclusion on the agenda of, and for discussion at, any meeting of the Parent Council.

All such proposed agenda items must be notified to the Chair or Vice Chair no less than one week prior to the meeting.

The Chair shall decide whether or not to include the suggested item on the agenda for that meeting.

However, in the interests of openness and transparency, all proposed agenda items received by the Chair, but which are not included in the agenda, shall be logged and disclosed to the Parent Council at the meeting by way of an appendix to the agenda.

### *Quorum*

- 6.8 At all meetings of the Parent Council, the quorum shall consist of seven members (which number must include either the Chair or Vice Chair).

### *Voting rights*

- 6.9 At all meetings of the Parent Council, each member of the Parent Council shall have one vote.
- 6.10 All resolutions at a meeting of the Parent Council shall be passed by a simple majority vote of those members of the Parent Council who are present.
- 6.11 The Chair shall have both a deliberative and casting vote: one (deliberative) vote as a Parent Council member and one (casting) vote as Chair.

The Chair's casting vote shall be used only in the event of a tie.

### *Exclusion of personal liability*

- 6.12 No member of the Parent Council shall incur any personal liability (to the Parent Council, or to its members or any member thereof, or to any member of the Parent Forum, or to any third party whomsoever) for any act or omission in the exercise or purported exercise of any function of the Parent Council, provided that member acted (or omitted to act) in good faith.

7. **Sub-Committees**

- 7.1 The Parent Council may appoint any number of its members to a sub-committee or sub-committees of the Parent Council as and when it deems it desirable or expedient, and shall be entitled to determine the terms of reference, powers, composition and duration of any such sub-committee.
- 7.2 Any such sub-committee shall be accountable, and obliged to report when required, to the Parent Council.
- 7.3 In the discharge of its remit, the sub-committee members shall be at liberty to seek and obtain, from time to time, *ad hoc* advice and assistance of whatever nature from any suitable person, whether or not that person is a member of the Parent Council or Parent Forum.

8. **Finance**

- 8.1 The funds, if any, of the Parent Council shall be lodged in a bank account in the name of the Parent Council.
- 8.2 Any member of the Parent Council who incurs a necessary and reasonable expense on Parent Council business, on the authority of the Parent Council (or as subsequently ratified), shall be reimbursed for such incurred expense (always provided sufficient funds are available) on provision of satisfactory proof of such expenditure.
- 8.3 All proposed intrusions with Parent Council funds must be notified to, and approved in advance, by the Parent Council. All intrusions with Parent Council funds must be approved in advance by at least two Office Holders.
- 8.4 With the express approval of the Parent Council, the Parent Council may in its absolute discretion elect, upon the provision of satisfactory proof of expenditure, to reimburse a third party, in whole or in part, for reasonable expenses incurred by the third party in the provision of a service or activity which, in the view of the Parent Council, is consistent with the functions of the Parent Council; but in so doing the Parent Council shall not assume any liability for acts or omissions of the third party in carrying out any such service or activity.
- 8.6 The Office Holders shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance no later than four weeks before the AGM and the accounts shall be reviewed at the AGM.

8.7 The Parent Council shall be responsible for ensuring that all property and money received by or for the Parent Forum or Parent Council shall be applied solely for the purposes, aims and functions of the Parent Council.

9 **Review, Amendment and Replacement of Constitution**

9.1 The Parent Council may, at any time, authorise a review of this Constitution.

9.2 The Parent Council may, at any Parent Council meeting, with the requisite consent of the Parent Forum (as defined by the 2006 Act), amend (or replace) the Constitution of the Parent Council, whenever it appears to the Parent Council to be necessary or expedient to do so.

10. **Reports to Parent Forum**

10.1 The Parent Council is accountable to the Parent Forum and will make a report in writing to the Parent Forum at each AGM on the activities undertaken by it in the preceding year.

10.2 In addition to the foregoing, minutes of the meetings of the Parent Council will be taken, approved, and promptly made available to the Parent Forum.

11. **Dispensing Power**

11.1 Any failure to comply with a time limit or other formality or requirement specified in this Constitution (other than in relation to the quorum) shall not, by itself, thereby invalidate any meeting or any action or decision taken by the Parent Council or Office Holders PROVIDED THAT any such non-compliance is waived or excused by the Parent Council (at that meeting or subsequently).

12. **Cessation or Dissolution**

In the event that the Parent Council ceases to function or exist, any property or funds held by it shall transferred to the Head Teacher to be used for the benefit of the School and its pupils.

DATE OF ADOPTION BY PARENT COUNCIL:

9 SEPTEMBER 2024

DATE OF REQUISITE CONSENT OF PARENT FORUM:

28 JUNE 2024