

PARENTAL INVOLVEMENT

SGOIL A'BHAC PARENT COUNCIL CONSTITUTION

This is the constitution for Sgoil a' Bhac Parent Council, Back, Isle of Lewis.

The objectives of the Parent Council are:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents.
- to promote partnership between the school, its pupils and all its parents.
- to develop and engage in activities which support the education and welfare of the pupils.
- to 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.

The membership will be a minimum of three parents of children attending the School/pre-school nursery. The maximum size is twelve parents. All parents will have the opportunity of nominating themselves for membership of the Parent Council. In the event of more members being nominated than there are positions [i.e. twelve] on the Parent Council the statutory number of names will be drawn from the list of nominees by an independent adult with two witnesses present.

The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection. If a parent member of the Parent Council ceases to be a member of the Parent Forum they will require to resign their position on the Parent Council. Any member not attending three consecutive meetings will be deemed to have forfeited their position on the parent council. This will not however prevent them from seeking re-selection at a future date.

In the event that a parent member of the Parent Council resigns during the term of the Parent Council, the Parent Council may offer members of the Parent Forum the opportunity to nominate themselves for membership of the Parent Council. In the event of more members being nominated than there are positions on the Parent Council the statutory number of names will be drawn from the list of nominees by an independent adult with two witnesses present.

The Parent Council may invite up to two additional members to assist with carrying out functions. Such members must not be members of the Parent Forum but may include school staff and/or members of the local community.

The number of parent members on the Parent Council must always be greater than the number of non-parent members.

Non parent members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for non-parent membership.

The Chair, Vice-chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

The Parent Council is accountable to the Parent Forum for Sgoil a' Bhac and will make a report to it at least once a year on its activities on behalf of all the parents.

If 30% of members of the Parent Forum request special general meeting to discuss issues falling within Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter or matters to be discussed at the meeting.

The Annual Meeting will be held within the first 4 weeks of the start of the new school session. A notice of the meeting including 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 and its committee(s).
- To make arrangements for selection of the new Parent Council which should take place only in the following session.
- Discussion of issues that members of the Parent Forum may wish to raise.
- Approval of the accounts and appointment of the auditor.

The Parent Council will meet at least twice during each school session.

The quorum for meetings of the Parent Council will be 4 members.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any two 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 date, time and place of meeting.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council the other members should refer to the Complaints section in the Parental Involvement Policy of the Department of Education.

Copies of the minutes of all meetings will be available to all parents of children at Sgoil a' Bhac and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and will be displayed on noticeboards and school websites.

Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances only members of the Parent Council and the Head Teacher, or his or her representative, can attend.

The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

The Parent Council may change its constitution after obtaining consent from a majority of Parent Forum members attending a meeting for this purpose. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

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 (or schools), where this continues.