

Constitution of the Parent Council of Sgoil An Iochdair

Objectives

The objectives of the Parent Council are:

- to work in partnership with the school, parents/guardians and the wider community to create a welcoming school for all children and all parents/guardians
- to develop and engage in activities and extra-curricular activities which support the education, health and wellbeing and welfare of the children and pupils of the School
- to identify and represent the views of the parents/guardians on the education provided by the School and other matters affecting the education and welfare of the pupils
- to engage in fundraising activities for the benefit of the School and its pupils

Membership

As a small school, any parents/guardians of pupils at the School, or children at the Sgoil Àraich, are deemed to be a member of the Parent Council with voting rights. The Parent Council encourages as many parents as possible to attend meetings. A parent/guardian ceases to be a member of the Parent Council when their child or children leave the School.

The Head of School has a right and duty to attend the Parent Council meetings.

The Parent Council may co-opt up to three additional members to assist it with carrying out its functions. The Parent Council can also invite individuals such as local councillors, members of the clergy, the Executive Headteacher or members of the Education Department to attend individual meetings to help discussion or decision-making around specific issues.

The Head of School, co-opted members and invitees do not have voting rights on the Parent Council.

Office bearers and representatives

The Parent Council has up to four office-bearers: the Chair, Vice-Chair, Secretary and Treasurer, all of whom are appointed at the Annual General Meeting (by vote if there is more than one candidate). Office bearers will normally serve for up to two years. After two years office bearers can put themselves forward for re-election if they wish. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Parent Council can decide to create additional office-bearers or representatives to carry out functions of the Council, and to create working groups to attend to any particular task. Working groups will have the same authority as the Parent Council to make decisions and take action, but must keep to the remit given to it by the Parent Council. Any working group must report on its work at each Parent Council meeting.

Annual General and Ordinary Meetings

The Annual General Meeting will be held in September of each year. A notice of the meeting including date, time and place will be sent to all parents/guardians at least two weeks in advance. The meeting will include:

- a report on the work of the Parent Council

- appointment of new office-bearers as required
- Discussion of issues that members of the Parent Council may wish to raise
- Approval of the accounts and appointment of an independent reviewer to review the next set of accounts.

The Parent Council will meet at least once in every school term. Otherwise the Parent Council will meet as often as it believes is appropriate to deal with the objectives of the Parent Council. Any members may request additional Ordinary meetings. All parents/guardians will be given at least one week's notice of meetings.

Notices for Annual and Ordinary Meetings will be delivered via Groupcall / Social Media.

Should votes be necessary to make a decision, each member at the meeting will have one vote, with the Chair (or Vice-Chair) having a casting vote in the event of a tie. There must be at least four members of the Parent Council, whether office-bearers or ordinary members, present to make the meeting quorate for any formal decisions to be made.

Minutes of Meetings

The Chair and Secretary will produce the agenda, in agreement with the Head of School and circulate this in advance to all parents/guardians, via Groupcall.

Copies of the minutes of all meetings, drawn up by the Secretary, will be available to all parents / guardians and the Education Department.

Finances

The Treasurer will maintain a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals, which will require approval by the Parent Council, require the signature of the Treasurer, and one other office bearer or another suitable individual appointed by the Parent Council to be a signatory.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a full account of this at each Annual General Meeting, and a summary at each Parent Council meeting, if requested in advance by the Parent Council. The Parent Council accounts will be examined by an independent reviewer appointed by the Parent Council at the AGM, who will examine the records and confirm that the records are kept correctly and that the accounts produced truly reflect the financial position of the Parent Council.

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

Misconduct

If any person is considered to have been fraudulent, dishonest or wilfully negligent in carrying out the duties of the Parent Council, the Parent Council will ask the Education Department to investigate.

Changes to the Constitution

The constitution may be reviewed and changed at any Annual General Meeting by majority vote. The constitution can only be changed at Ordinary Meetings if parents/guardians have been given two weeks notice with the notice including an explanation of the proposed change(s).

Closing down the Parent Council

In the event that the Parent Council ceases to exist any remaining funds should be given to the School to be used for the benefit of the children at the school.

Signed: 

Chairperson MICHELLE BUTLER

Date: 30 January 2025

Signed: 

Officer Bearer: PHILLIPPA ROWAT (SECRETARY)

Date: 30/01/25

