



Kirkcaldy High School
Parent Carer Forum

CONSTITUTION

1. Introduction

*The Parent Council shall be known as **Kirkcaldy High School Parent Carer Forum** previously known as Parent Council (will simply be referred to as the **Parent Carer Forum**).*

2. Aims

- a) To promote close co-operation and communication between parents, carers and school staff.*
- b) To promote equality and fairness.*
- c) To identify and represent the views of parent carers relating to the education and welfare of pupils.*
- d) To engage in activities which support and advance the education of pupils attending the school,*
- e) To be part of consultation processes on areas of school improvement and policy relating to pupils.*

3. Powers

The Parent Carer Forum shall have the power to do anything considered by them to be in achieving the aims but remembering that they are there to represent the views of the parents/carers.

4. Membership

The membership of the Parent Carer Forum shall comprise of parents/carers of pupils attending Kirkcaldy High School.

The Office Bearers shall be Chairperson, Vice chair & Secretary, and such others as may be required. The Office Bearers shall be elected at the AGM. No person may hold more than one of these positions concurrently. Each must be proposed and seconded by Parent Members and where more than one nomination is made, the appointment is decided by voting. They shall be elected for a maximum of two-year terms and be eligible for re-election.

Where a position of Office Bearer becomes vacant between Annual General Meetings, the existing Parent Members of the Parent Carer Forum may appoint a replacement by the above process.

5. Other membership

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Carer Forum.

The Parent Carer Forum may co-opt up to five persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote. These members may represent bodies including, but not limited to, school staff, school pupils, local Councillors or local Police.

Each parent/carer member of the Parent Carer Forum shall have one vote, and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Carer Forum member and one vote as Chair.

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

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any parents/carers.

If any Parent Carer Forum member acts in a way that is considered by other members to undermine the objectives of the Parent Carer Forum or brings the Parent Carer Forum into disrepute, they shall be invited to discuss their actions with the Parent Carer Forum and their membership of the Parent Carer Forum may be terminated if the majority of the members agree. Termination of membership would be confirmed in writing to the member.

6. General Meetings

The Annual General Meeting (AGM) shall be held in June each year. The notice calling the meeting shall be sent to parents/carers at least four weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:

- a) the work of the Parent Carer Forum (often as reports from the Chair).*
- b) a report by the Head teacher on the work of the school.*
- c) any resolutions submitted by parents/carers.*
- d) election of members to serve on the Parent Carer Forum.*

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on the Parent Carer Forum do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of a minimum of five committee members and of those five, two must be office bearers.

The Parent Carer Forum or ten parents/carers shall have power to call an Extraordinary General Meeting.

7. Ordinary Meetings

Meetings of the Parent Carer Forum shall be held a minimum of 1 per school term or as required. Meetings may take place virtually (e.g. online) and/or in person.

At all meetings of the Parent Carer Forum five shall form a quorum.

All Parent Carer Forum meetings shall be open to all parents/carers.

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 chosen by the Chairperson of the Parent Council and the head teacher, or his/her representative, can attend.

8. Changes to the Constitution

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present.