

Bellahouston Academy Parent Council Meeting

Date: Monday the 27th of November 2023

Time: 6.00pm-7.30pm

Venue: School Assembly Hall

Parent Council Chair: Mrs Raouda Sakour

Parent Council Vice-Chair: Ms Yuki Watanabe

Contact details:

School Website Link:

All parents are welcome to attend.

Bellahouston Academy Parent Council

Would you like to work with school staff and other parents in order to support Bellahouston Academy's improvement journey?

Would you welcome the opportunity to make your views known, and represent the views of other parents?

Would you be willing to use your knowledge and skills to raise funds and organise events for the benefit of our pupils and their families?

If so, please consider joining Bellahouston Academy's Parent Council. If you'd like to find out more, some detail on the role and functions of a Parent Council can be found overleaf.

Meeting Agenda

1. Matters Arising
2. Election of Office Bearers (Chair, Secretary and Treasurer)
3. Election of Parent Council
4. Parent Council Report
5. HT's Report
 - Questions on HT's Report
 - Questions on other School-Related Matters
6. Revised Anti-Bullying Policy
7. Curriculum Rationale Consultation
8. Calendar of Meetings for Session 2023-2024
9. A.O.C.B.

What is a Parent Council?

The Parent Council is a group of parents selected by all parents in the school to represent their views. Parent Councils have an important role to play in school improvement by ensuring that the parental perspective is represented and taken into account.

What is the role of a Parent Council?

The Parent Council helps to create an environment where all parents know that their views matter, and where they feel confident and comfortable putting them forward. Members of the Parent Council do not get involved in individual matters relating to any specific member of staff, pupil, or family.

What are the main functions of a Parent Council?

- work in partnership with the setting or school to decide on the key priorities to take forward;
- ensure that your setting or school, and learning is the best it can be;
- come to decisions which everyone is happy with or has had an opportunity to debate and discuss;
- benefit from the ideas, skills, knowledge, and opinions of all members;
- provide a voice for parents in settings or schools and in their local authority on issues that are important to them;
- improve the setting or school's understanding of how to engage parents in their children's learning and in the wider life of the school;
- support the setting or school to develop strong home/school partnerships;
- communicate regularly with the parent forum to hear their views and keep them informed;
- self-evaluate to inform improvement planning by discussing the setting or school's strengths and areas for development from a parental perspective;
- help make links with the wider community;
- capture the unique and varied skills, interests, knowledge and experience that parents can offer;
- gather and represent the views of parents to the Headteacher, local authority and HM Inspectorate of Education (HMIE);
- promote contact between the setting or school, parents, pupils, providers of early learning and childcare and the local community;
- fundraise in collaboration with the setting or school for the benefit of all pupils and families;
- apply for grants and seek out funding sources;
- organise events;
- play an active role in the recruitment of Headteacher and Deputy Headteacher appointments;
- contribute to the annual update of the School Handbook;
- contribute to school inspections;
- help with or undertake setting or school consultations;
- conduct business efficiently in accordance with the constitution

Adapted from:

- Education Scotland (2023) *Parent Council Resource* <https://education.gov.scot/media/bupphkxb/parent-council-resource-updated-may-2023.pdf>
- Education Scotland Website <https://education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils/>

Bellahouston Parent Council Constitution (as of August 2023)

1. The objectives of the Parent Council are:
 - i. To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - ii. To promote partnership between the school, its pupils, all its parents and the community
 - iii. To develop and engage in activities which support the education and welfare of the pupils
 - iv. 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.
2. The membership will be a minimum of five parents of children attending the school plus the Headteacher.
3. The Parent Council will be selected for a period of 1 year after which they may put themselves forward for reselection if they wish. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot at a selection meeting. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.
4. The Parent Council may co-opt up to 5 members to assist it with carrying out its functions. Co-opted members may be interested members of the community, teaching and support staff in the school. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.
5. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members following its formation. Office bearers will be re-selected by the Parent Council on an annual basis
6. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - i. a report on the work of the Parent Council and its committee(s)
 - ii. approval of the accounts and appointment of the auditor, if appropriate.
7. The Parent Council will meet at least once in every school term.
8. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
9. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
10. Copies of the minutes of all meetings will be available to all parents of children at Bellahouston Academy and to all teachers at the school. Copies will be available from the chair of Parent Council and school website.
11. 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 Headteacher, or his or her representative, can attend.
12. 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.
13. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
14. 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 where this continues.