

Shawlands Academy Parent, Carer & Teacher Council

1. The name of the organisation will be the Shawlands Academy Parent, Carer & Teacher Council. (hereafter known as PCTC)
2. The objectives of Shawlands Academy PCTC are:
 - to work in partnership with the school to create a welcoming school which is inclusive for all parents and carers of pupils at Shawlands Academy
 - to promote partnership between the school, its pupils and all its parents and carers
 - to develop and engage in activities which support the education and welfare of the pupils
 - to identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be made up of:
 - i) a minimum of five and a maximum of eighteen parents or carers of pupils attending the school
 - ii) a maximum of five teacher representatives
 - iii) a maximum of two pupil representatives
 - iv) the Head Teacher ex officio
4. Any parents or carer of a child at the school can volunteer to be a member of the PCTC. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by members of the Parent Forum by means of a vote taken at the Annual General Meeting of the Parent Forum. Anyone not selected to be a member of the PCTC may be offered the opportunity to be part of any sub-groups set up by the Council.

The PCTC will aim to include at least one representative from each year group although this will not be mandatory.

5. Any member of the Parent Forum will have the right to attend meetings of the PCTC but will not be able to vote.

6. There will be no maximum or minimum term for parents to serve on the PCTC. However if the number of parents volunteering to serve on the Parent-Teacher Council exceeds sixteen all members of the Council will be entered into the voting procedure at the Annual General Meeting of the Parent Forum.

7. The PCTC may co-opt up to two representatives from the local community to assist it with carrying out its functions.

The PCTC may review and consider requirements for co-opted membership at any point.

8. The number of parent members on the PCTC must always be greater than total number of teacher, pupil and co-opted members.

9. Any meeting of the PCTC shall be quorate if at least one-third of the parent members are present at the meeting.

10. The Shawlands Academy PCTC will welcome the participation of parent members of other schools within Shawlands Learning Community who may attend meetings of the PCTC but not have voting rights.

11. The PCTC will have the office-bearers of Chair, Secretary and Treasurer who will be elected by the parent members of the PCTC and who will be re-elected at the Annual General Meeting of the Parent Forum.

12. The PCTC will always be chaired by a parent or carer of a child attending Shawlands Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting of the PCTC.

13. The PCTC is accountable to the Parent Forum for Shawlands Academy and will make a report to it at least once each year on its activities on behalf of all the parents.

14. If twenty or more members of the Parent Forum request a special general meeting to discuss issues falling within the PCTC remit, the Council shall arrange this. The PCTC shall give all members of the Parent Forum at least seven days' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

15. A General Meeting of the Parent Forum will be held at least once per 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:

- a report on the work of the Parent Council and its committee(s)
- ratification (or if necessary) selection of parent members of the PCTC.
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and (if required) appointment of the auditor

16. The PCTC will meet at least once in every school term.

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

18. Any two members of the PCTC can request that an additional meeting be held, and all members of the PCTC will be given at least one week's notice of date, time and place of the meeting.

19. If a PCTC member acts in a way that is considered by other members to undermine the objectives of the PCTC, their membership of the PCTC shall be terminated if the majority of parent and carer members agree. Termination of membership would be confirmed in writing to the member.

20. Copies of the minutes of all meetings will be available to all parents or carers of children at Shawlands Academy and to all teachers at the school. Copies will be available from the Secretary of the PCTC, from the school office and will be available on the school website.

21. Meetings of the PCTC shall not be open to the public, unless expressly agreed by parent members of the PCTC in advance of a particular meeting.

22. The Treasurer will open a bank or building society account in the name of Shawlands Academy PCTC for all PCTC funds. Withdrawals will require the signature of the Treasurer and one other office-bearer.

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

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

24. The PCTC may change its constitution after obtaining consent from members of the Parent Forum normally at the Annual General Meeting or else at a Special Meeting of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

25. Should the PCTC cease to exist, any remaining funds will be passed to the education authority to be used specifically for the benefit of Shawlands Academy where this continues.