

Education and Community Services

Dumfries Academy Parent Forum

1. This is the constitution for Dumfries Academy Parent Council.
2. 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.
3. The membership will be a minimum of six parents and a maximum of twenty one parents of children attending the school.
4. Parents may volunteer to serve on the Parent Council for one year with the option of continuing for a second year or third year as long as they still have a child attending the school.
5. Any parent 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 drawing names out of a hat. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any subgroups set up by the Council.
6. The Parent Council may co-opt up to nine members to assist it with carrying out its functions. Co-opted members may include teaching and support staff in the school, local councillors, community leaders or business people and others.
7. Co-opted members will be invited to serve for a period of up to three years, after which time the Parent Council will review and consider requirements for co-opted membership.
8. The Pupil Council and the Parent Council will have the opportunity to send representatives to each other's meetings as and when it is appropriate.
9. If the Parent Council chooses to set up sub groups, they should each involve at least one member of the Parent Council. Other members of the Parent Forum and school community may be co-opted to sub groups. Sub groups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members on the sub group will be responsible for liaison with the Parent Council.
10. The Chair and other office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis. The Parent Council will be chaired by a parent of a child attending Dumfries Academy. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
11. The Parent Council is accountable to the Parent Forum for Dumfries Academy and will make a report on its activities at least once each year.

12. If thirty or more members of the Parent Forum request a special general meeting to discuss issues falling within the 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.
13. 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 two weeks in advance. The agenda will include:
 - a report on the work of the Parent Council and its committee(s)
 - formation of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
14. The Parent Council will meet at least once in every school term.
15. Should a vote be necessary to reach 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.
16. Any three parent members of the Parent Council can request that an additional meeting be held, in which case a meeting will be arranged and all members of the Parent Council given at least two weeks' notice of date, time, place and purpose of the meeting.
17. 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.
18. Copies of the minutes of all meetings will be available to all parents of children at Dumfries Academy and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
19. Meetings of the Parent Council shall be open to members of 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, the Headteacher, or his or her representative, and anyone specifically invited to the meeting can attend. In the case of an open meeting members of the public may be invited to speak at the discretion of the Chair.
20. 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.
21. 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.
22. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
23. Any proposed amendment to this constitution will require the consent 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. The amendment will require a simple majority of Parent Forum members voting.
24. 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.