

Clydevie Academy Parent Council Constitution

24 September 2018

1. Clydevie Academy Parent Council

1.1 This is the constitution for Clydevie Academy Parent Council. Hereafter known as the Council.

2. Functions

2.1 The Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006. The functions of the Parent Council are:

- To work in partnership with the school to create a welcoming school that 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 the welfare of the pupils.
- To identify and represent the views of the parents concerning the education provided by the school and other matters affecting the education and welfare of the pupil.
- To ascertain the views of the Parent Forum and report these to the Head Teacher and Education Services.

3. Membership

3.1 The membership will be a minimum of Six (6) and maximum of thirty (30) parents of children attending the school.

3.2 The Parent Council can co-opt a maximum of 8 Co-opted Members which could include parents from Gourock, Ardgowan and Moorfoot Primary Parent Forums, members of Clydevie Academy staff, senior pupils and representatives of the wider community.

3.3 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 ballot by a member of the Parent Council. 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.

3.4 Parents can also be nominated by other parents to join the Parent Council.

3.5 Parents will be a member of the Parent Council for a period of two years, until a member gives notice of resigning position or until the parent's child leaves the school.

3.6 The number of parent members on the Council must always be greater than the number of co-opted members.

3.7 The Council may appoint such special or standing committees as it deems necessary and will determine their terms of reference, powers, duration, and composition. All proceedings of such special committees will be reported to the Council.

4. Officers

4.1 The Chair, Vice Chair, Secretary and Treasurer of the Council will be appointed by the Parent Council members immediately following its formation. Office bearers will be re-elected by the Parent Council at the Parent Council Forum AGM.

4.2 Meetings will be chaired by a member of the school's Parent Forum although will normally be chaired by the elected Chair person.

5. **Accountability**

- 5.1 The Parent Council is accountable to the Parent Forum of Clydevie Academy and will report to the Forum at least once a year on its activities on behalf of all parents.
- 5.2 If 5% of members of the Parent Forum request a Special General Meeting to discuss issues falling within the Council's remit, the Parent Council will arrange this. The Parent Council will give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice on the matter, or matters, to be discussed at the meeting.

6. **Meetings of the Council**

- 6.1 The Annual General Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be publicised to all members of the Parent Forum at least two weeks in advance. The meeting will include, a report of the work of the Parent Council and its committee(s); selection of the new Parent Council (yearly as members terms of office finishes); discussion of issues that members of the Parent Forum may wish to raise; approval of the accounts and appointment of a suitable, independent person who will examine these.
- 6.2 The Parent Council will meet at least once every school term. The date and time of meetings has to be agreed by members of the Council.
- 6.3 Five (5) Parent Council members, of whom the majority must be parents, should be present to provide a quorum. Members of the Council who do not attend three consecutive meetings may be requested to relinquish their position on the Parent Council.
- 6.4 The Head Teacher, or his / her representative, has both a right and a duty to attend Council meetings.
- 6.5 Should a vote be necessary to make a decision, each parent member and co-opted member will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.6 One third of the members of the Parent Council can request that an additional meeting be held and all members of the Council will be given at least one week's notice of date, time and place of the meeting.
- 6.7 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 Head Teacher, or his or her representative, can attend.
- 6.8 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 will be terminated if the majority of the members agree. Termination of membership would be confirmed in writing to the member.
- 6.9 Copies of the minutes of all meetings will be available to all parents at Clydevie Academy and to all teachers at the school. Copies will be available from the Chair or Secretary of the Parent Council, from the school office and uploaded to the Clydevie Academy website.
- 6.10 Parent Forum members may submit questions in writing to the Parent Council for discussion at Parent Council meetings.

Finance

- 7.1 The Council may raise funds by any legal means, other than borrowing, and may use these funds to carry out its functions at its discretion and in line with appropriate legislation and in accordance with the functions of the Council. The Council may also receive gifts.
- 7.2 The Treasurer will maintain 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 of two other mandated members of the parent council.
- 7.3 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 will be presented at the Parent Forum AGM. The Parent Council accounts will be independently examined by a suitable person appointed at the previous AGM.

Constitution

8.1 The Parent Council may change its constitution after obtaining consent from a majority of members of the Parent Forum who choose to participate in the meeting or consultation. Members of the Parent Forum will be sent a copy of the proposed changes and given reasonable time to respond to the proposal or attend a duly constituted meeting.

Winding up

9.1 Should the Parent Council cease to exist, any remaining funds will be used for the benefit of the school (or schools), where this continues.

Note 1

The Act uses the broadly framed definition of 'parent' set out in the Education (Scotland) Act 1980. This includes:

- *non-resident parents who are liable to maintain or have parental responsibilities in respect of a child*
- *carers who can be parents*
- *others with parental responsibilities e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements*
- *close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements*