

PARENTS' GROUP CONSTITUTION

BRAIDHURST HIGH SCHOOL PARENTS' GROUP CONSTITUTION

This is the constitution for Braidhurst High School Parent Council – from now referred to as the Parents' Group.

1. The objectives of the Parents' are:
 - To work in partnership with the school to create a welcoming school which is inclusive of 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.

2. The membership will be a minimum of two parents of children attending the school. The maximum size is 20 parents of children attending the school.

3. The Parents' Group will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing lots.

4. The Parents' Group may co-opt up to five members to assist it with carrying out its functions. The school Partnership Officer will normally be one of the 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. The number of parent members on the Parents' Group must always be greater than co-opted members.

5. The Chair and Secretary of the Parents' Group will be parents and be agreed by the Parents' Group members following its formation. Office bearers will be re-selected by the Parents' Group on an annual basis.

6. The Parents' Group is accountable to the Parent Forum of Braidhurst High School and will make a report to it at least once a year on its activities on behalf of all the parents.

7. The AGM will be held in May 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.
8. The Parents' Group will meet at least once in every school term.
9. Copies of the minutes of all meetings will be available to all parents of children at Braidhurst High School and to all teachers in the school. Copies will be available from the Clerk to the Parents' Group and from the school office.
10. Meetings of the Parents' Group shall be open to the public, unless the Parents' Group is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parents' Group and the head teacher, or his or her representative, can attend.
11. The Treasurer will open a bank account in the name of the Parents' Group for all Parents' Group Funds.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parents' Group meeting and full account for the Annual Meeting.
12. The Parents' Group may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given a reasonable time to respond to the proposal.
13. Should the Parents' Group cease to exist; any remaining funds will be passed to North Lanarkshire Council to be used for the benefit of the school, where this continues.
14. Should any parent/guardian who is a member of the group and does not attend or send apologies for two consecutive meetings, they will be removed from the mailing list and will no longer be a part of the group.

