

Draft Constitution –Cumbernauld Academy Parent Council

1. This is the **Constitution** for Cumbernauld Academy’s Parent Council
2. The **objectives** of the Cumbernauld Academy Parent Council are:
 - To promote partnership between the school, its pupils and all its parents and the wider community
 - To develop and engage in activities which support the education and welfare of the pupils
 - To represent the views of parents on the education provided by the school and other matters affecting their education and welfare of the pupils
 - To support positive communications within the school community
 - To raise funds for the school
3. **Membership**
 - A. All parents of children at the school [parent is to mean – parent, carer or guardian] are members of the **Parent Forum**. Any parent of a child at the school can volunteer at the AGM of the Parent Council. Should any vacancy become available throughout the year they may be filled by any member of the Parent Forum. The Parent Council will be selected for a two year period after which they may put themselves forward for re-election.
 - B. There will be a minimum of 4 and a maximum of 20 members of the Parent Forum on the Parent Council at any one time. In the event that the number of volunteers exceeds the number 20, members will be selected by ballot. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub groups or committees set up by the Parent Council.
 - C. The Head Teacher or his representative has a right and a duty to attend meeting of the Parent Council. He attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council.
 - D. Up to two members of the teaching/support staff in the school will be co-opted onto the Parent Council [no voting rights].
 - E. The Parent Council may co-opt members to assist it with carrying out its functions. The co-opted members will be invited to serve for a period of two years after which time the parent Council will review and consider requirements for co-opted membership. Relevant people could also be asked to assist on sub-groups or committees on a shorter term basis. The number of co-opted members should not exceed the number of members of the Parent Council.
 - F. 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 shall be terminated, if the majority of members agree. Termination of membership would be confirmed in writing to the member.
 - G. Any Parent Council member who fails to attend two consecutive meetings can have their membership terminated.
4. **Office Bearers**
 - A. The Office Bearers will be selected by the Parent Council on an annual basis and will consist of Chairperson, Vice Chairperson and Treasurer.
 - B. The Parent Council will be chaired by a parent of a child attending Cumbernauld Academy. If the child ceases to be a pupil, a new chairperson will be agreed at the next meeting.
 - C. In addition a Clerk will be appointed and paid for by the local authority to assist the Parent Council but he/she will not be classed as a member.

5. Meetings

- A. The Parent Council will meet at least once every school term. All Office Bearers will be required to provide a brief report at these meetings. The Head Teacher can, if he/she chooses to do so or if asked by the Parent Council, provide a brief report.
- B. The minimum number of members selected from the Parent Forum attending a meeting [the quorum] shall be four.
- C. Any two members of the Parent Council can request that an additional meeting be held and all members of the Parent Council will be given at least one week's notice of date, time and venue of the meeting.
- D. Meetings of the Parent Council are open to the public, unless it is discussing an issue which it considers to be confidential. In such circumstances, only members of the Parent Council, the Clerk and the Head Teacher, or his/her representative, can attend
- E. The Parent Council might set up sub-groups/committees in order to address specific issues or purposes. They will be led by an appointed member of the Parent Council but might include other members of the Parent Forum, Teachers and Pupils at the school. They will report back to the Parent Council on a regular basis and submit any decisions taken to the Parent Council.

6. Decision Making

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

7. Accountability

- A. The Parent Council is accountable to the Parent Forum of Cumbernauld Academy and will make a report to it at least once a year at the Annual General Meeting [AGM] on its activities on behalf of all its parents. This will usually be held around September of each year. All members of the Parent Forum will be given notice of the meeting, including the date, time and place, at least two weeks in advance. The meeting will include:
 - A report on the work of the Parent Council and its committee[s]
 - Discussion of the issues that the Parent Forum may wish to raise
 - Presentation and approval of the audited accounts
- B. An annual report will be issued following each AGM to keep all members of the Parent Forum up to date.
- C. If 30 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this and shall give all members of the Parent Forum at least 2 weeks notice of the meeting and, at the same time, shall circulate notice of the matters to be discussed.

8. Minutes

The Clerk will take detailed minutes at each meeting. Copies of the approved minutes will be available to all Parents of children at Cumbernauld Academy and to all Teachers at the school from the Clerk to the Parent Council, from the School Office and via the School's website.

9. Finances

- A. All Parent Council funds will be placed in a bank account in the name of the Parent Council with the Office Bearers as signatories.
- B. Withdrawals require the signature of the treasurer and one other signatory, usually the Chairperson.
- C. 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 AGM of the Parent Forum.
- D. The Parent Council accounts will be audited by an auditor appointed by the Parent Council.
- E. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

10. **Change of Constitution**

The Parent Council 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 reasonable time to respond to the proposal.

11. **Dissolution**

Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of Cumbernauld Academy, where this continues.