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1. This is the constitution for **Coltness High School Parent Council**. /

2. The **OBJECTIVES** of the Parent Council are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents and pupils.
2. To promote partnership between the school, its pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils ✓
4. 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 **five** parents of children attending the school. ✓
The maximum size is **twenty**.

4. The Parent Council will be selected for a period of **one year**, after which they may put themselves forward for re-selection if they wish. ✓

Any parents 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 **formal election**. ✓

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. ✓

5. Approximately **two-thirds** of the Parent Council will be made up of Parent Forum members. /

One-third of the membership will be reserved for other co-opted members including teaching and support staff in the school, pupils and community / business representatives.. ✓

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

Co-opted members will be invited to serve for a period of one year after which time the Parent Council will review and consider requirements for co-opted membership. ✓

6. Office bearers (chairperson, vice-chair, secretary and treasurer) will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum). ✓

The Parent Council will be chaired by a parent of a child attending Coltness High School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting. ✓

7. The Parent Council is accountable to the Parent Forum for Coltness High School and will make a report to it at least once each year on its activities on behalf of all the parents. ✓

If 10 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. ✓

The Parent Council shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting. ✓

8. The Annual Meeting will be held in Sept / Oct. 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 meeting will include: ✓

- A report on the work of the Parent Council and its committee(s)
- Selection 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
- Review and amendment of the constitution if needed

9. The Parent Council will meet at least once in every school term.

Should a vote be necessary to make 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.

Any **three** parent 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 place of the meeting.

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.

10. Copies of the minutes of all meetings will be available to all parents of children at Coltness High School 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.

11. 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 headteacher, or his or her representative, can attend.

12. 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.

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.

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

13. The parent Council may change its constitution at the Annual Meeting or at any specially arranged meeting for that purpose. Members of the Parent Forum will be sent a copy of any proposed amendment along with the details of the meeting which must give two weeks advance notice.

14. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Coltness High School pupils, where this continues.