



Parent Council Constitution

1. The objectives of the Parent Council (PC) are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers
 - To promote partnership between the school, its pupils and all of its parents/carers
 - 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 four parents/carers of children attending the school. The maximum size is 25.
3. The PC will be selected for a period of two years after which they may put themselves forward for re-selection if they wish. Any parents/carers of a child at the school can volunteer to be a member of the PC. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election. Anyone not selected to be a member of the PC may be offered the opportunity to be part of any sub-groups set up by the PC.

The PC will have the authority to establish any sub-groups deemed necessary. Sub-groups will be chaired by a member of the PC who will report back to the PC.
4. The PC may co-opt up to four people to assist it with carrying out its functions. The number of parent/carer members on the PC must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of two years after which time the PC will review and consider requirements for its co-opted members.

If any member of the Parent Council fails to turn up for three meetings in a row and they do not provide their apologies for absence, then their membership of the Parent Council can be removed by a vote of the remaining members. The absentee parent will be informed in writing (email) by the Chair or Secretary of the Parent Council's decision and why.

5. The Chair, Secretary and Treasurer of the PC will be agreed by the PC members immediately following its formation.
Office bearers will be re-selected by the PC on a bi-annual basis.
6. The PC is accountable to the Parent Forum (PF) for Airdrie Academy and will make a report to it at least once each year on its activities on behalf of all parents/carers.
If 50 members of the PF request a special general meeting to discuss issues falling within the PC's remit, the PC shall arrange this. The PC shall give all members of the PF at least 4 weeks-notice of the meeting and at the same time, circulate notice of the matter(s) to be discussed at the meeting.
7. The Annual General Meeting (AGM) will be held in April of each year. A notice of the meeting, including date, time and place will be sent to all members of the PF at least 2 weeks in advance. The AGM shall include:
 - A report of the work of the PC and its sub-committees;
 - Selection of the new PC;
 - Discussion of issues that members of the PF may wish to raise; &
 - Approval of the accounts and appointment of an auditor.
8. The PC will meet at least once 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 two members of the PC can request an additional meeting be held and all members of the PC will be given at least one week's notice of date, time and place of the meeting.
If a PC member acts in a way that is considered by other members to undermine the objectives of the PC, their membership of the PC shall be terminated if the majority of PC members agree. Termination of membership would be confirmed in writing to the member by the Chair or Secretary.
9. Copies of the Agendas & Minutes of all meetings will be available to all parents/carers of children at Airdrie Academy and to all teachers at the school via the school's website.
10. Meetings of the PC shall be open to the public, unless the PC is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the PC and the Head Teacher, or their representative, can attend.
11. The Treasurer will open a bank or building society account in the name of the PC for all PC funds. Withdrawals will require the signature of the Treasurer and one other PC member.
The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each PC meeting and a full account for the AGM. The PC will be audited by the auditor appointed at the previous AGM. Or, if a change of Treasurer occurs, the new Treasurer shall organise this for the AGM.
The PC shall be responsible for ensuring that all monies are used in accordance with the objectives of the PC.
12. The PC may change its Constitution after consent from members of the PF. Members of the PF will be advised via text and school website of any proposed amendment and given reasonable time to respond to the proposal.
13. Should the PC cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school, where the school is still in existence.

