



## TAYLOR HIGH SCHOOL

### PARENT COUNCIL CONSTITUTION

1. This is the constitution for Taylor High School Parent Council.
2. The objectives of the Parent Council are:
  - To promote partnership between the school, its pupils, all its parents and the Catholic Church
  - To ensure that all pupils develop their full potential leading to their lifelong activities being guided by the Holy Spirit and the presence of Christ in the service of God and others
  - To work in partnership with the school to create a welcoming community which is inclusive for all parents
  - To develop and engage in activities which support the education and welfare of all 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.
3. The membership will be a minimum of four parents or carers of children attending the school. The upper limit will be 16 parents or carers of children attending. A quorum for meetings of the Parent Council will consist of 4 parent members. The Head Teacher has a duty and a right to attend all meetings.
4. The chair, vice-chair, secretary and treasurer of the Council will be agreed by the Parent Council members immediately following its formation and, thereafter, at the Annual General Meeting. The chair of the Parent Council must be a parent of a child attending Taylor High School. If this ceases to be the case a new Chair will be agreed at the next meeting.
5. Any parents of a child attending 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 on the Committee, council members will be selected by drawing lots at the Annual General Meeting. Members of the Parent Council will serve for one year and are eligible for re-election on an annual basis at the Annual General Meeting of the Parent Council provided they remain eligible as members of the Parent Forum. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council as a co-opted member.
6. The Council may co-opt up to 6 people to assist it with carrying out its functions of whom at least one must be a representative of the Catholic Church in whose interests the school is conducted. Co-opted members will not be members of the Parent Forum.
7. The Parent Council is accountable to the Parent Forum for Taylor High School and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall

arrange this. The 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.

9. The Annual Meeting will be held in September 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. The meeting will include:
  - a report on the work of the Parent Council and its committee(s)
  - a report by the Head Teacher on the work of the school
  - selection of the new Parent Council
  - discussion of issues that members of the Forum may wish to raise
  - approval of the accounts and appointment of the auditor.
10. The Parent Council will meet at least once in every school term.
11. Should a vote be necessary to make a decision, each member of the Parent Council at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Pupil co-opted members should withdraw when any confidential matters are being discussed.
12. 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.
13. Any 2 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.
14. Copies of the minutes of all meetings will be available to all parents of children at Taylor High School and to all members of staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council, from the school website and from the school office. Copies of minutes may also be sent to other bodies as deemed appropriate by the Council.
15. 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 discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
16. 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 bank account will have 5 authorised signatories
17. 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.

18. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum in attendance at the AGM or an EGM.
19. The Parent council will have the authority to establish sub-groups or working parties for a specific purpose. Each sub-group may decide upon its own constitution or operating procedures to be ratified by the Parent Council. Members of these groups can be members of the Parent Council, co-opted members or volunteers.  
Any sub-group involved in fund-raising activities must lodge monies in the Parent Council Account. Normally the Treasurer of the Parent Council will be a member of such a sub-group. The sub-group will have the authority to distribute its funds in such a way that meets the objectives of the Parent Council and can access its funds by submitting a request in writing to the Treasurer of the Parent Council. The Treasurer will provide regular financial reports to the sub-group and the Parent Council.
20. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school where this continues.

**END**