

AITH JUNIOR HIGH SCHOOL PARENT COUNCIL

This is the Constitution for Aith Junior High School Parent Council.

OBJECTIVES

1. The Objectives of the Parent Council are:

- > 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.

MEMBERSHIP

2. The membership will be a minimum of five parents or carers of children attending the school.

3. Parent members shall be representative of the primary and secondary departments of Aith Junior High School and the Parent Council shall endeavour to include at least one representative from the catchment areas of each of the associated primaries.

4. The Chair, or joint Chairs, and Vice-Chair of the Council will be agreed by Parent Council members immediately following its formation. A Clerk will be appointed by the Parent Council following advertisement of the post.

5. The Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. All parents or carers of children at the school can take part in the selection by post or e-mail. Parents will have two weeks to select their representatives.

6. Council may co-opt up to two members to assist it with carrying out its functions.

7. Teachers in Aith Junior High School may appoint one primary and one secondary teacher representative as a member of the Parent Council.

8. Shetland Islands Council members for the area shall be ex-officio members of the Parent Council.

9. As the Parent Council considers appropriate, representatives of the Pupil Council may be invited to participate in some of the meetings.

GENERAL MEETINGS

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

11. If six members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

12. 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 two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its committee;
- Selection of the new Parent Council;
- Discussion of the issues that members of the Parent Forum may wish to raise;
- Approval of the accounts and appointment of the auditor.

MEETINGS

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

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

15. 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 place of the meeting.

16. Copies of the minutes of all the meetings will be made available on the School's website and at school.

17. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such

discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.

FINANCE

18. The Clerk 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 Clerk and one other Parent Council member.

19. The Clerk 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.

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

DISSOLUTION

21. 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 (or schools), where this continues.