



Working together to improve outcomes for learners to be the best that they can be.

Sound School Parent Council Constitution

1. Name

The Parent Council for Sound Primary School is a group of parents, appointed at an Annual General Meeting to represent the wider Parent Forumⁱ. It shall be known hereafter as the Parent Council and Sound Primary School will be referred to as the School.

2. Aims

The Parent Council was established in accordance with the Scottish School (Parental Involvement) Act 2006. The aims of the Parent Council are:

- To work in partnership with Sound Primary School to create a welcoming school which is inclusive to all members of the Parent Forum;
- To promote partnership between the School, the pupils and their parents and carers;
- To develop and engage in activities which support the education and the welfare of pupils including providing or assisting in the provision of facilities to enhance education at the School;
- To identify and represent the views of the Parent Forum on the education provided by the school and other matters relating to the education, health and welfare of pupils;
- To promote and develop partnerships with the local community;
- To participate in the appointment of senior staff at the School.

3. Membership

The membership of the Parent Council shall be made up of parent members from the Parent Forum and co-opted members. The headteacher of the School, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.

- The membership will be one parent representative from each year group at the School and appointment of members will take place at the annual general meeting (the representative for a year group does not need to have a child in that year);
- Any parent of a child at the School can volunteer to be a member of the Parent Council by attending the AGM or submitting their name in writing to the Clerk to the Parent Council;
- Parent Council members will be appointed for the period up to the next AGM after which they may put themselves forward for re-selection if they wish.
- If the number of volunteers exceeds one for each year group, members will be selected by drawing a name from a hat, this will be undertaken by a representative of the School;
- 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 Parent Council;

- The Parent Council may co-opt up to four members to assist it with carrying out its functions. Co-opted members could include school staff, both teaching and non-teaching; local Councillor(s); or a community representative with specialist interest and/or knowledge in issues affecting school life. Co-opted members will be reviewed at each AGM; Sound School Parent Council Constitution
- The number of parent members on the Parent Council must always be greater than the number of co-opted members;
- If no parents volunteer, an Extra Ordinary Meeting of the Parent Forum will be called to agree a way forward. If no agreement is reached the Shetland Islands Council Schools Service will be informed and the Parent Council will cease to exist;
- Members will be eligible to serve until their youngest child leaves the school or until a member gives written notice of resigning or stepping down from their position at the next AGM;
- When a vacancy for a parent representative arises, the Clerk to the Parent Council shall inform parents from the respective year group and seek volunteers;
- The Council may appoint such special or standing committees as it deems necessary and will determine their terms of reference, powers, duration and composition. All proceedings of such special committees will be reported to the Parent Council.

4. Office Bearers

The Chair, Vicechair and Treasurer of the Parent Council will be agreed by the members immediately following their appointment at the AGM. Office bearers will be reselected by the Parent Council on an annual basis. The Clerk of the Parent Council could be appointed by the Parent Council to act as Treasurer.

Only a parent member may chair the meetings.

5. Accountability

The Parent Council is accountable to the Parent Forum of Sound Primary School and will report to the Forum at least once a year on its activities.

Parental Comments' will be a standing agenda item at each meeting of the Parent Council.

Any member of the Parent Forum can request a Special General Meeting, to discuss issues falling within the Parent Council's remit, by writing to the Clerk of the Parent Council. If deemed necessary, the Parent Council will then give all members of the Forum at least two-weeks' notice of the meeting and, at the same time, circulate notice on the matter, or matters, to be discussed at the meeting.

6. Meetings of the Parent Council

The Parent Council will meet at least once every school term. The date and time of meeting will be agreed in advance by members of the Parent Council. Four members of the Parent Council should be present to provide a quorum, at least three of which must be parents.

The Head Teacher, or representative, has both a right and a duty to attend Parent Council meetings in an advisory capacity.

Should a vote be necessary to make a decision, each member of the Parent Council will have one vote, with the Chair having a second or casting vote in the event of a tie.

Five members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given a least one week's notice of date, time and place of the meeting.

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 Head Teacher, or representative, can attend.

Copies of the minutes of all public meetings will be available to the Parent Forum through the Clerk to the Parent Council and via School channels.

7. Finance

The Parent Council may raise funds by any legal means, other than borrowing, and may use these funds to carry out its functions, at its discretion and in line with appropriate legislation and in accordance with the functions of the Parent Council. The Parent Council has the right to receive grants and gifts.

The Parent Council will submit an annual grant request to Shetland Islands Council giving information on proposed expenditure for administration and clerical functions for the forthcoming year.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting. A set of annual accounts will be independently examined and presented to the Parent Council.

The Parent Council will operate their own bank account. If the Parent Council should cease to exist, any remaining funds it holds on dissolution passes to the school, except for any outstanding grant funding totalling over £1,000 which would be returned to the funder.

8. Administrative Support

A Clerk to the Parent Council will be appointed. This will be a remunerated appointment, funded through Shetland Islands Council Schools Service.

The Clerk to the Parent Council will be responsible for general administration including issuing of agendas and minute taking for Parent Council meetings, managing correspondence and changes to the membership.

9. Constitution

The Parent Council may change its constitution after consultation with all members of the Parent Forum. Any changes to the constitution must be agreed by a meeting of the Parent Council, and by a majority of parent members present and voting.

Agreed proposed changes would then be sent to Shetland Islands Council Schools Service for ratification.

The constitution will be reviewed and revised as appropriate every three years.

ⁱ *The Parent Forum comprises everyone who has parental responsibilities for a child attending Sound Primary School. This includes:*

- *non-resident parents who are liable to maintain or have parental responsibilities in respect of a child*
- *carers who can be parents*
- *others with parental responsibilities e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements*
- *close relatives, such as siblings or grandparent caring for children who are not looked after or are under home supervision arrangements*