

TINGWALL SCHOOL PARENT COUNCIL

CONSTITUTION

1. Name

This is the constitution for Tingwall School Parent Council. Hereafter known as the Parent Council.

2. Objectives

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents.
- 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 the education provided by the school and other matters affecting the education and welfare of the pupils.
- To promote and develop partnership within the local community.
- To campaign, if the Parent Forum considers it necessary, against any threat on educational and welfare issues concerning Tingwall School.

3. Membership

The membership will be a minimum of 4 and a maximum of 15. We will strive to include one parent representative from each year group. The Parent Council may co-opt members from outwith the parent body to assist in carrying out its functions. These co-opted members will have full voting privileges and serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership. The number of parent members on the Parent Council must always be greater than co-opted members. The Parent Council may invite any other persons to meetings as it deems necessary. These might include Local Councillors, Schools Service staff, Tingwall School staff or pupils.

The Parent Council may set up sub-groups to investigate issues. Membership of any sub-groups will be determined by the Parent Council.

The Parent Council will be selected for a period of one year, in September, after which they may put themselves forward for re-selection if they wish. Any parent 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 a draw. 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.

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.

4. Office Bearers

The Chair and Vice Chair will be elected at the AGM of the Parent Council. The Parent Council will be chaired by a parent of a child attending Tingwall School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting. The Parent Council will also appoint a Clerk to support its work, who will be responsible for all associated duties of treasurer and secretary. This post will be remunerated, funded through Shetland Islands Council Schools Service.

5. Meetings of the Parent Council

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 sub-group(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 an independent examiner.

The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each member of the Parent Council, including the Chair, will have one vote, with the Chair having the 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.

Meetings of the Parent Council will be quorate if at least 5 people are present, 3 of these being parents.

Meetings of the Parent Council shall be open to the public. The Parent Council will not deal with issues relating to individual pupils, teachers or parents of the school.

Copies of the minutes of all meetings will be available to all parents of children at Tingwall School and to all staff at the school. Copies will be available from the Clerk to the Parent Council, and from the School Office. A summary of all meetings will be sent home to parents via pupils.

6. Finance

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 Parent Council may raise funds by any legal means, other than borrowing. The Parent Council may apply for grants and may also receive gifts.

The Parent Council will bank any funds raised into the Parent Council's bank account, and proposed expenditure should be agreed between the Parent Council and the school.

7. Constitution

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given a minimum of two weeks to respond to the proposal. Consent to the proposed change will be deemed to have been agreed if a majority of the Parent Forum agrees with the proposed amendment(s). The constitution shall be reviewed one year after the Parent Council formation, and every two years thereafter.

8. Dissolution

Should the Parent Council cease to exist, any remaining funds will be passed to the Schools Service to be used for the benefit of the school, where this continues. Where the school is not continuing, any remaining funds will be distributed at the Parent Council's discretion in line with the objectives.