

Whalsay Parent Council

1. This is the constitution for Whalsay Parent Council.
2. The objectives of the Parent Council are:
 - 1 to work in partnership with the school to create a welcoming school which is inclusive for all parents
 - 2 to promote partnership between the school, its pupils, its parents and the community
 - 3 to develop and engage in activities which support the education and welfare of the pupils
 - 4 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 six parents of children attending the school. The maximum size is sixteen parents.
4. The Parent Council will be made up of one parent/carer representative from each year group. They will be chosen by the parents/carers of children in those year groups. If the representative cannot attend they may ask a volunteer from their year group to attend in their absence. This is so all classes are represented at the meeting.. Only one member per year group can vote. Parents/carers will serve for periods of two to four years. Elections to replace outgoing members will be held annually prior to the AGM.
5. An additional three places will be reserved for school staff. Staff may choose whichever method of selection is acceptable to them. Staff members will be invited to serve for a period of two years.

The need for co-opted members will be decided by the Parent Council as required. Co-opted members will be invited to serve for a minimum of one year and a maximum of two years

The number of parent members on the Parent Council must always be greater than staff and co-opted members.

6. The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. These Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum). The Parent Council will be chaired by a parent of a child attending Whalsay School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

Meetings will be quorate when attended by one third of the parent members and one third of other members.

7. The Parent Council is accountable to the Parent Forum for Whalsay School and will make a report to it at least once each year on its activities on behalf of all the parents. This report will be included in the Whalsay School Handbook, available on the school website with printed copies available on request. If 10% of the 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 Parent 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.
8. The Annual Meeting will be held in Term Four of each school 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)
 - selection of the new Parent Council
 - discussion of issues that members of the Parent Forum wish to raise
 - approval of the accounts and appointment of the auditor.

9. The Parent Council will meet at least once in 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 four 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.
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.
10. Copies of the minutes of all meetings will be available to all parents of children at Whalsay School and to all staff at the school. Copies will be available on the school website, on request from the Clerk to the Parent Council and from the school offices.
11. 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 his or her representative, can attend.
12. 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 office bearer member.
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 then previous Annual Meeting.
A sub-committee will be formed each year comprising of members who will carry out the functions of fundraising, arranging social events and monitoring finance.
The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
13. The Parent Council may propose and make changes to its constitution after obtaining consent from a majority of members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. Specific issues voted by ballot will be decided by a simple majority.
14. Should the Parent Council cease to exist, any remaining funds will be passed to Whalsay School to be used for the benefit of the school.