

Parents as Partners in South Lanarkshire



Lesmahagow High School Parent Council

Constitution September 2023

1. Objectives of the Parent Council

1.1 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 parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

2. Membership of the Parent Council

2.1 The membership will be a minimum of 4 parents of children attending the school.

- The Parent Council will be made up of one/two representatives from each year group, where possible.
- Any parent of a child at the school can volunteer to be a member of the Parent Council.
- Parents attending the Annual General Meeting (AGM) will be appointed as members of the Parent Council and entitled to vote at subsequent meetings.

3. Co-option

3.1 The Parent Council may co-opt up to 2 additional members to assist it with carrying out its functions.

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

3.3 The Parent Council will extend an invitation to the local councillor(s) to attend meetings, but he/she will not be a formal representative of the Parent Council.

4. Period of Tenure on Parent Forum

4.1 The Parent Council will be selected for a period of one year.

4.2 After which parents may put themselves forward for re-selection if they wish provided their child is still at the school.

- 4.3 Co-opted members will be invited to serve for a period of one year after which time the Parent Council will review and consider requirements for co-opted membership.
- 4.4 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.

5. Selection of Chair/Postholders

- 5.1 The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. If the Chair is unable to attend a meeting, they will delegate responsibilities for that meeting.
- 5.2 Office bearers will be re-selected by the Parent Council on an annual basis at the Annual General Meeting of the Parent Council, usually the first meeting of the new school year.
- 5.3 The Parent Council will be chaired by a parent of a child attending Lesmahagow High School. If the child ceases to be a pupil, a new Chair will be appointed at the next meeting.

6. Reporting/Meeting Arrangements

- 6.1 The Parent Council is accountable to the Parents of children attending Lesmahagow High School. Details of the Parent Council will also be displayed on the school website.
- 6.2 The Annual General Meeting will be held in August/September of each year, the first meeting of the new school year. A list of dates of meetings for the whole school year will be circulated and posted on the School App at the beginning of the school year and an invitation extended via the App to all parents to attend.
- 6.3 A notice of the meeting including date, time, and place will be sent to all members of the Parent Council at least 1 week in advance of each meeting. The Annual General Meeting will include:
 - a report on the work of the Parent Council
 - selection of the new Parent Council
 - approval of the Parent Council Constitution
 - discussion of issues that members of the Parent Council may wish to raise
 - approval of the accounts and appointment of the auditor.
- 6.4 The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member (as elected at the AGM) will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.5 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 two weeks' notice of date, time and place of the meeting.

- 6.6 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 by the Chair or designated representative to the member.
- 6.7 Quorum: Council members may not be able to attend every single meeting, but as long as all members have been informed of a meeting the Council can carry on its business in the normal way. The Quorum for the Parent Council is set at 4 members, one of which must be the Chair, Secretary or Treasurer.

7. Minutes/Procedures of Meetings

- 7.1 The minutes of each meeting, once approved, will be displayed on the school website and therefore accessible to all parents of children at Lesmahagow High School and to all teachers/staff at the school.
- 7.2 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 headteacher, or his or her representative, can attend.

8. Appointment of Senior Staff at the School

- 8.1 By law it is the responsibility of the Education Department to inform the Parent Council about the authority's procedures for filling any Head or Deputy Headteacher, other than on an acting basis.
- 8.2 Education Authority has a duty to provide the members of the Council any appropriate training required to assist them in the process of appointment. This training should also be provided to any person (non-member) assisting the Council.

9. Funds

- 9.1 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.
- 9.2 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 General Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
- 9.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 9.4 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.

10. Changes to the Constitution

- 10.1 The Parent Council may change its constitution after obtaining consent from members of the Parent Council. Members of the Parent Council will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
- 10.2 A copy of the revised constitution must be sent the local education authority along with a list of Parent Council members.