

This is the Constitution of Auchenblae School Parent Council

Objectives

- To represent the Parent Forum, of which all parents/carers/guardians of pupils at Auchenblae School are members
- To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers/guardians
- To promote partnership between the school, its pupils and all its parents/carers/guardians
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of parents/carers/guardians on the education provided by the school and other matters affecting the education and welfare of the pupils.

Membership

The membership of the Parent Council will be a minimum of 3 parents/carers/guardians of children attending the school with a maximum of 9.

Best endeavours will be made to promote as wide a representation as possible from each stage of the school

Selection

The Parent Council members will be selected for a period of one year after which they may put themselves forward for re-selection if they wish.

All the parents/carers/guardians of children at the school can take part in the selection by returning a voting sheet which will ask for nomination of up to 9 parents/carers/guardians to represent them on the Council.

To encourage representation at all stages in the school, a vote must be registered for a parent/carer/guardian of a pupil in each class in which a member has a child.

Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group set up by the Council.

The Parent Council may co-opt members, which may include teaching and support staff in the school, to assist it with carrying out its functions.

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

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.

The Head Teacher, or his or her representative, is entitled to attend any meeting of the Council.

Duties & Obligations

The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members following its formation.

If the child of Chair ceases to be a pupil, a new Chair will be agreed at the next meeting or rotated around the parent members of the Council until a new Chair is appointed at the annual meeting.

The Parent Council is accountable to the Parent Forum of Auchenblae School and will make a report to it at least once each year on its activities on behalf of all the parents/carers/guardians.

If 30% of 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.

The Annual Meeting of the Parent Forum will be held during the first term of each session..

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
- adoption of the new Parent Council following election procedures
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the audited accounts.

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 three 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 will be confirmed in writing to the member.

Communication

Copies of the minutes of all meetings and newsletters will be available to all parents/carers/guardians of children at Auchenblae School and to all teachers at the school, from the Secretary to the Council and from the school office.

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.

Finances

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.

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 prior to the Annual Meeting.

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

Amendments to 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 amendment and given reasonable time to respond to the proposal.

Dissolution

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of schools.