

Clydebank High School



PARENTS' COUNCIL CONSTITUTION OCT 2009

Clydebank High School Parents' Council Constitution

1. Name

This is the constitution for Clydebank High School Parents' Council (hereafter known as the Council).

2. Functions

The Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006. The functions of the Council are -

- 2.1. To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers.
- 2.2. To promote partnership between the school, its pupils and all its parents, carers and guardians (hereafter known as 'parents' - see Note 1).
- 2.3. To develop and engage in activities which support the education and the welfare of the pupils.
- 2.4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- 2.5. To ascertain the view of parents and report these to the Head Teacher and the Education Department.

3. Membership

- 3.1. The membership will be a minimum of four parents of children attending the school and a maximum of fourteen parents.
- 3.2. Any parent, carer or guardian of a child at the school can volunteer to be a member of the Council. Whenever possible, a representative group of parents should be encouraged. Parents can also be nominated by other parents to join the Council
- 3.3. Parents will normally be a member of the Council for a period of three years, or until a parent's youngest child leaves the school, or until a member gives notice of resigning position.
- 3.4. The Council may co-opt up to one less than the number of parent members on the Council to assist it with carrying out its functions. Co-opted members should include staff from the school as well as people from the catchment area, where possible. The number of parent members on the Council must always be greater than the number of co-opted members.
- 3.5. The Council may appoint such special or standing councils as it deems necessary and will determine their terms of reference, powers, duration, and composition. All proceedings of such special councils will be reported to the Council.

4. Officers

The Council will agree the office bearers require following its formation. Office bearers will normally be re-selected by the council every two years at the Annual General Meeting. Only a parent member of the Council may chair the meetings. The officers of the Council will be a chair and vice-chair. A treasurer may be elected, if needed.

5. Accountability

- 5.1. The Council is accountable to the parents of Clydebank High School and will report to them at least once a year on its activities on behalf of all parents.
- 5.2. If 5% of the parents request a Special General Meeting to discuss issues falling within the Council's remit, the Council will arrange this. The Council will give all parents at least 2 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 Council

- 6.1. The Annual General Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all parents at least two weeks in advance. The meeting will include -
 - 6.1.1. A report of the work of the Council and its council(s);
 - 6.1.2. Selection of the new Council members;
 - 6.1.3. Election of officers (every two years);
 - 6.1.4. Discussion of issues that members of the Parent Forum may wish to raise; and
 - 6.1.5. Approval of the accounts and appointment of the auditor (if needed).
- 6.2. The Council will meet a minimum of five times each year. The date and time of the meetings will be agreed by its members.
- 6.3. One half of the Council should be present to provide a quorum. The quorum should ideally be a majority of parents. If there is not a majority of parents then any major decisions should be deferred until the next meeting.
- 6.4. The Head teacher, or his/her representative, has both a right and a duty to attend Council meetings.
- 6.5. Should a vote be necessary to make a decision, each parent member and co-opted member will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.6. One third of the members of the Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of date, time and place of the meeting.
- 6.7. Meetings of the Council should be open to the public, unless the Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Council and the Head Teacher, or his/her representative, can attend.
- 6.8. If a Council member (or office-bearer) acts in a way that is considered by other members to undermine the objectives of the Council, their membership of the Council will be terminated if the majority of the members agree. Termination of membership would be confirmed in writing to the member. A Right of Appeal is available to the authority's Parental Involvement Strategy Group.
- 6.9. Copies of the minutes of all meetings will be available to all parents and to all teachers at the school. Copies will be available from the Clerk of the Council or from the School Office.

7. Finance

- 7.1. The 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 Council. The Council may also receive gifts and apply for and receive grants.
- 7.2. Should a bank or building society account be required, a treasurer will be appointed and will open the account in the name of the Council for all Council funds. Withdrawals will require the signature of the Treasurer and one other Council member.
- 7.3. In the event of there being funds available to the Council, the treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Council meeting and a full account should be presented at the Annual Meeting. If there is a Council account, the accounts will be audited by an independent person, not connected to any parent at the school, appointed at the previous Annual Meeting.

8. Constitution

The Council may change its constitution after consultation with the parents and obtaining consent from a majority of those responding. All parents will be sent a copy of the proposed changes and given reasonable time to respond to the proposal.

9. Winding up

Should the Council cease to exist; any remaining funds will be passed to the Education Authority to be used for the benefit of the pupils of that school.

Note 1

The Scottish Schools (Parental Involvement) Act 2006 uses the broadly framed definition of 'parent' set out in the Education (Scotland) Act 1980. 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; and
- close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements.