

Graeme High Parent Council

Agreed Constitution

This is the constitution of Graeme High Parent Council.

Objectives

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school environment which is inclusive for all parents and pupils
- 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 all parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- To engage in fundraising activities for the benefit of the school and its pupils.

Membership

The membership will include a minimum of four parents of children attending the school. The maximum size will include fifteen parents of children attending the school. The headteacher also has a right and duty to attend Graeme High Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be selected for a maximum period of three years, after which they may put themselves forward for re-selection if they wish.

Any parents 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 ballot (names will be picked out of a hat). Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join the Parent Council at any time to fill existing parent vacancies. 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 Council.

The Parent Council may co-opt up to five additional members to assist it with carrying out its functions. These additional members may be drawn from the school staff, senior pupils or the wider local community.

Co-opted members will be invited to serve for two years after which time the Parent Council will review and consider requirements for co-opted membership.

A standing invitation to attend Parent Council meetings will be sent to the relevant local councillor(s).

Office Bearers

The Chair, Vice-chair and Treasurer of the Graeme High Parent Council will be appointed by the Parent Council members immediately following its formation. Office bearers will be

elected by being proposed and seconded by other Parent Council members. Any objections will also be sought. If more than one candidate for any office-bearing position is proposed, the office bearer will be elected by a majority show of hands of members present. Office bearers will normally serve for three years after which they are eligible for re-election if the members of the Parent Council members agree. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Chair and Vice-chair of the Parent Council will be a parent of a child attending Graeme High School. If the child ceases to be a pupil, a new Chair / Vice-chair will be agreed at the next meeting.

The Parent Council will either appoint a Clerk who will be paid to carry out his / her duties or a volunteer parent member will carry out this role if no Clerk is appointed.

Contact details of office bearers and the Clerk will be sent to Falkirk Council Education Services.

Annual Meeting

The Annual Meeting will be held in September / October 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-groups (if any)
- Selection of any new Parent Council members
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

General Meetings

The Parent Council will meet at least once every school term unless additional meetings are required to discuss specific topics. A notice of when all the meetings for the school session are to take place will be issued to the Parent Forum at the start of the school year via the school newsletter. Dates of meetings will also be shown on the school website and parents may be alerted by Groupcall.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

If 5% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two week's notice of date, time and place of the meeting and notice of matters to be discussed.

A majority of 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 member acts in a way that is considered by the majority of other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.

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.

Five members must be present to form a quorum so that the meeting can go ahead. The responsibility for regulating the meeting lies with the Chair.

Minutes and Agendas of Meetings

The Chair and the Clerk will produce the agenda, in consultation with the headteacher, and it will be circulated to all members of the Graeme High Parent Council at least one week before the meeting takes place.

Copies of the minutes of all meetings will be available to all parents of children at Graeme High School and to all staff at the school on request. Copies will be available from the Clerk to the Parent Council, the school office, the school website and posted on the school notice board.

A copy of the agreed minutes will be sent to Falkirk Council Education Services.

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 member of the Parent Council.

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 the previous Annual Meeting.

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

Changes to the Constitution

The constitution will be changed if deemed necessary by the majority of Parent Council members. The Parent Forum will be consulted on any change.

Dissolution of Parent Council

In the event that the Parent Council ceases to exist any remaining funds should be returned to the education authority to be distributed for the benefit of the children at the school.