

A Constitution for a Parents Council for Inverclyde Academy

March 2007

1. Name

This is the constitution for Inverclyde Academy Parent 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 Parent Council are –

- To work in partnership with the school to create a welcoming school which is inclusive for adults who care for our children and young people*
- To promote partnership between the school, its pupils and all its parents*
- To develop and engage in activities which support the education and the welfare of the pupils*
- To identify and represent the views of the education provided by the school and other matters affecting the education and welfare of the pupils*
- To ascertain the views of the Parent Forum and report these to the Head Teacher and the Education Department*
- To support school events and fundraising*

3. Membership

The membership will be a minimum of 7 parents of children attending the school.

Any parent 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 drawing lots. 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.

Parents can also be nominated by other parents to join the Parent Council.

Parents will be a member of the Parent Council for a period of 3 years, or until a parent's youngest child leaves the school, or until a member gives notice of resigning position.

The Parent Council will co-opt up to 6 members, to assist it with carrying out its functions. Co-opted members could include school staff both teaching and non-teaching. In denominational schools one such co-opted member must be nominated by the Church or denominational body in whose interest the school is conducted.

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

The Council may appoint such special or standing committees as it deems necessary and will determine their terms of reference, powers, duration, and composition. All proceedings of such special committees will be reported to the Council.

4. Officers

The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be reselected by the Parent Council on a phased basis.

Only a member who is a member of the school's Parent Forum may chair the meetings.

5. Accountability

The Parent Council is accountable to the Parent Forum of Inverclyde Academy and will report to the Forum at least once a year on its activities on behalf of all parents.

If 5% of members of the Parent Forum request a Special General Meeting to discuss issues falling within the Council's remit, the Parent Council will arrange this. The Parent Council will give all members of the Forum 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

The Annual General Meeting will be held in September 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 of the work of the Parent Council and its committee(s)*
- selection of the new Parent Council (bi-annually as members terms of office finishes)*
- discussion of issues that members of the Parent Forum may wish to raise*
- approval of the accounts and appointment of the auditor*

The Parent Council will meet at least once every school term. The date and time of meetings has to be agreed by members of the Council.

Two thirds of the Parent Council and half of the co-opted members should be present to provide a quorum.

The Headteacher, or his / her representative, has both a right and a duty to attend Council meetings.

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.

One third of the members of the Parent 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.

Meetings of the Parent Council shall be open to the public as observers, 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.

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 will be terminated if the majority of the members agree. Termination of membership would be confirmed in writing by the chair to the member.

Copies of the minutes of all meetings will be available to all parents at Inverclyde Primary / Secondary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office.

7. Finance

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.

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 the chair.

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 should be presented at the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

8. Constitution

The Parent Council may change 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 the proposed changes and given reasonable time to respond to the proposal.

9. Winding up

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.

Note 1

The Act 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*
- close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements*

Note 2

School roll	Minimum number of parents	Maximum number of co-opted members
< 100	3	2
100 – 250	4	3
251 – 500	5	4
501 – 750	6	5
> 750	7	6

Possible numbers for the Parent Council