

# **Stromness Academy Parent Council**

## **Constitution**

### **The Parent Council's role**

The purpose of the Parent Council (PC) is to:

- support the school in its work with pupils
- represent the views of the wider parent body
- promote contact between the school, parents, pupils, associated primary schools and the wider community
- report back to the Parent Forum (that is all parents of children at the school).

### **Membership**

The PC will have a minimum of five and a maximum of 24 parents.

Members will serve for one year, after which they can put themselves forward for reselection.

Membership is open to any parent. If there are more volunteers than places available, parents of each year group will meet to select members. Anyone not selected may be offered the opportunity to join any sub-groups the Council may set up.

The PC will be made up of up to two representatives from each year group, if possible, chosen by the parents in these groups. It will hold members' details in line with General Data Protection Policy (GDPR) guidelines. Each year members will renew their permission for their data to be held.

The PC will largely be made up of Parent Forum members. However, they will also be able to co-opt other members, including teachers and support staff. These co-opted members will not have voting rights and must not be greater in number than parent members. They will be invited to serve for a year, after which the PC will consider whether to renew the arrangement.

## **Individuals entitled to attend PC meetings**

The Head Teacher is entitled to advise the PC, and has a duty to do so if requested by it. The HT also has the right to attend and to speak at meetings, but cannot be a member.

This entitlement also applies to any officer nominated by the Director of Education, Leisure and Housing, and to councillors for any electoral ward in the school's catchment area.

Neither the officer nor the councillors can be members.

## **Office bearers**

The PC will have the following as office bearers, a:

Chair

Vice Chair

Secretary, and

Treasurer.

Office bearers will be selected by the PC at its Annual General Meeting.

## **Special General Meetings**

The Parent Council is accountable to the Parent Forum. The PC will arrange a special general meeting to discuss any appropriate matter if at least 20 members of the Parent Forum request this. In this event, the PC will give all Forum members at least two weeks notice of the meeting, together with information on the matter or matters to be discussed.

## **Annual Report**

The Secretary and Treasurer will prepare the annual report in June of each year and will present it to the PC.

## **Annual General Meeting**

The PC will arrange the AGM, and will include the following on its agenda:

- election of office bearers
- a report on its work and that of any committee(s)
- a discussion on any issues raised by Parent Forum members
- presentation of a financial report.

## **Other meetings**

General meetings will take place once a term. If any two members request additional meetings, all members will be given at least one week's notice of the date, time and venue.

All meetings are open to the public, unless the PC considers the matters for discussion to be confidential. In these cases only members and the Head Teacher or an HT- nominated representative can attend.

## **Decision making**

Should a vote be necessary to decide on an issue, each PC member will have one vote. In the event of a tie, the Chair will have a casting vote.

## **Early termination of membership**

If the majority of members agree that a member is acting or has acted in a way they consider to undermine the objectives of the PC, they can terminate that member's membership. The PC will inform the individual of its decision in writing.

## **Records of meetings**

The Secretary will be responsible for keeping accurate minutes of all meetings. The Secretary will share these with the parent council and with the school who will make them available to all parents and staff by publishing them on the school website.

## **Managing funds**

The PC has a duty to ensure that all funds are used in accordance with its objectives, and kept in a bank or other account in its name. At least two members must be signatories; however the PC may authorise either one to act. This should only be done with the knowledge and agreement of the other.

The Treasurer will keep accurate records of the PC's financial transactions, and will balance the books six weeks before the AGM. They will also arrange for the accounts to be audited by a suitably qualified individual.

## **Amending the Constitution**

The Parent Council may change its constitution if the Parent Forum agree. The PC will send out a copy of any proposed amendment and allow a reasonable time for a response.

## **Winding up**

Should the Parent Council cease to exist, it will first pass any remaining funds to the education authority to be used for the benefit of the school, if it continues to function.