

***Parents as Partners in South Lanarkshire***

***Biggar High School***

***Parent Council  
Constitution***

This is the constitution for Biggar High School Parent Council.

## 1. Objectives of the Parent Council

1.1 The objectives of the Parent Council are:

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

## 2. Membership of the Parent Council

2.1 The membership will be a minimum of **three** parents of children attending the school.

- ***The maximum size is 1.5% of the school role.***
- 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 election.
- Any election required will take place in accordance with the procedures outlined in the Appendix.

2.2 The Head Teacher, or his or her representative, has a right and a duty to attend.

## 3. Co-option

3.1 A Parent Council may co-opt up to 2 members of school staff and 2 pupils to assist it with carrying out its functions.

- Any person required for a specific purpose can also be asked to attend.

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

#### 4. Period of Tenure on Parent Council

- 4.1 The Parent Council will be selected for a period of **two** years apart from at the end of the first year of the new council where 50% of the council members will stand down (volunteers). These members may stand for re-election should they so choose.
- 4.2 Parents may put themselves forward for re-selection if they wish provided their child is still at the school.
- 4.3 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 for co-opted membership.
- 4.4 Parents will have two weeks to select their representatives.

***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.***

#### 5. Selection of Chair/Postholders

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

The Chairperson will issue a report to all parents outlining the progress of the Parent Council and its own improvement plan.

The Parent Council will be chaired by a parent of a child attending Biggar High School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

Office bearers will be re-selected by the Parent Council on an annual basis.

#### 6. Reporting/Meeting Arrangements

- 6.1 The Parent Council is accountable to the Parent Forum for Biggar High School and will make a report to it at least once each year on its activities on behalf of all the parents.
- 6.2 If 40 or more 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.
- 6.3 The Annual Meeting will be held in May 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 2 weeks in advance. The meeting will include:
  - a report on the work of the Parent Council and its committee(s)
  - selection of the new Parent Council
  - discussion of issues that members of the Parent Forum may wish to raise
  - approval of the accounts and appointment of the auditor.

- 6.4 The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each nominated member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.5 Any two 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.
- 6.6 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 (at least two thirds) of members agree. Termination of membership would be confirmed in writing by the Chair or designated representative to the member.

## **7. Minutes/Procedures of Meetings**

- 7.1 Copies of the minutes of all meetings will be available to all parents of children at Biggar High School and to all teachers/staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council, from the school office and posted on the school website.
- 7.2 Meetings of the Parent Council shall be open to the public (who may only speak at the discretion of the chair), 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.

## **8. Funds**

- 8.1 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.
- 8.2 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.
- 8.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 8.4 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.

## 9. Changes to the Constitution

- 9.1 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. The support of at least 40 members of the forum is needed to carry any motion for change.

***A copy of the revised constitution must be sent the local education authority along with a list of Parent Council members.***

- 9.2 As an interim arrangement in the first two years of the new parent council, changes to the constitution may be made if there is a unanimous agreement of the members of the council to the proposed changes.