

# **Banchory Academy Parent Council Constitution**

**September 2014**

## **1. Objectives**

The objectives of the Parent Council are:

- 1.1. To work with Management, staff and pupil representatives to create a welcoming school which is inclusive for all pupils and Parents/Carers.
- 1.2. To promote partnership between the school, its pupils, all its Parents/Carers, its staff and the wider community.
- 1.3. To develop and engage in activities which support the education, welfare and health of the pupils.
- 1.4. To identify and represent to the school, the Local Authority and other relevant bodies as appropriate the views of Parents/Carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- 1.5. To create sub-groups as required to support the school by working specific activities on behalf of the full Parent Council.
- 1.6. To liaise with the Banchory Academy PTA or any successor organisation.

## **2. Membership**

- 2.1. The Parent Council will comprise a minimum of 6 Parents/Carers of children currently attending the School. The 6 shall preferably include at least one parent from each of the year groups S1-S6.
- 2.2. The Rector of the school, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.
- 2.3. The number of Parents/Carers on the Council will not exceed 18. Members will be drawn from as many families as possible.

## **3. Appointments and Periods of Service**

- 3.1. Appointments to any vacancies on the Parent Council will be made at the Annual General Meeting (AGM) in September.
- 3.2. Any Parent/Carer of a child at the school can volunteer to become a member of the Parent Council for an initial period of 2 years.
- 3.3. Parent Council members may continue to serve for a further 2 years after which they must, if they wish to continue, stand for re-appointment at the AGM.

- 3.4. In the event of a member leaving between AGMs, the Parent Council will seek a volunteer from the Parent Forum to be appointed at a Parent Council meeting to fill the position until the next AGM.
- 3.5. In the event of the number of volunteers exceeding the number of places set in 2.3, members will be selected by a random draw, conducted by the Rector at the AGM, set up to reflect the year group representation defined in 2.1.
- 3.6. Any volunteer 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.

#### **4. Co-opted/Additional Members**

- 4.1. The Parent Council may co-opt anybody it deems appropriate, including non-Parent/Carers, to assist with carrying out its functions. Such co-opted members will not be eligible to vote.
- 4.2. The Parent Council may also co-opt up to 2 members of Banchory Academy staff to represent staff views but they will not be eligible to vote.
- 4.3. At no time shall the number of co-opted members exceed the number of Parent Council members.
- 4.4. Co-opted members will be invited to serve for a period of 2 years, after which time the Parent Council will review and consider the requirements for co-opted membership.
- 4.5. Two non-voting places will be available for representatives from the School Captains group or a similar pupil body.
- 4.6. A voting place will also be available for a representative from Banchory Academy PTA.
- 4.7. The Rector or his/her representative will act as Adviser to the Parent Council and will attend all meetings but will not be eligible to vote.
- 4.8. The Parent Council will extend an invitation to local Councillors to attend meetings but they will not be eligible to vote.

#### **5. Appointment of Office Bearers**

- 5.1. At the Parent Council meeting following each Parent Forum AGM a Chairperson will be elected by a vote of the Parent Council.
- 5.2. The Chairperson must be a Parent/Carer of a child attending Banchory Academy. If the child ceases to be a pupil, the Vice-Chairperson or other

Office Bearer (as appropriate and by agreement) will fill the role until the next meeting at which a replacement will be elected.

- 5.3. The Chairperson can serve for a period of up to 2 years. The Chairperson may serve for up to another 2 years if agreed by the Parent Council. In exceptional circumstances a third term of office may be offered by the Parent Council.
- 5.4. The Parent Council shall have the option to appoint a Vice-Chairperson following the same process as defined for the appointment of a Chairperson.
- 5.5. The Parent Council will appoint a Treasurer and may appoint a Secretary from within the Parent Council membership or a Clerk to transact the Parent Council's administrative requirements. A Clerk shall be paid according to Education Authority guidelines.

## **6. Operating Guidelines**

- 6.1. The Parent Council will meet at least once during every school term.
- 6.2. A minimum of 4 Parent Council members must be present for any decisions to be taken.
- 6.3. Should it be necessary to vote on a decision, each member present at the meeting will have one vote. In the event of a tie, the Chairperson will have the casting vote.
- 6.4. Any 4 members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given at least one week's notice of date, time and place of such a meeting.
- 6.5. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis.
- 6.6. In such circumstances, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
- 6.7. The approved minutes of all meetings will be available to all Parents/Carers of children at Banchory Academy and to all teachers at the school. A copy of the latest minutes will be posted on the Parent Council notice board at the school. Minutes of all meetings will be posted on the Parent Council website.
- 6.8. A copy of each set of approved minutes will be sent to the Area Education, Learning and Leisure Office (Stonehaven).

## **7. Parent Council Constitution**

- 7.1. The Parent Council should review its constitution every 2 years.
- 7.2. Proposed changes should be presented to the Parent Forum AGM or to a Special General Meeting open to all Parents/Carers where a simple majority vote will be taken. The Chair of the Parent Council will have the casting vote.
- 7.3. Members of the Parent Forum will be sent a copy of any proposed amendments with a minimum of two weeks' notice of the meeting at which they will be presented.
- 7.4. A minimum of 8 members of the Parent Forum must be in attendance before any changes can be agreed.
- 7.5. Copies of any amended constitution will be lodged with the Authority.

## **8. Finances**

- 8.1. The Treasurer will maintain a bank or building society account in the name of the Parent Council for all Parent Council funds received from Aberdeenshire Education, Learning and Leisure.
- 8.2. Withdrawals will require the signature of the Treasurer and one other Office Bearer.
- 8.3. The Treasurer will keep an accurate record of all income and expenditure.
- 8.4. The Treasurer may be asked to provide a summary of this for each Parent Council meeting.
- 8.5. The Treasurer will provide a full account for the Parent Forum Annual General Meeting.
- 8.6. The Parent Council accounts may be professionally audited. The Auditor must not be a member of the Parent Council.
- 8.7. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 8.8. Should the Parent Council cease to exist, any remaining funds will be passed to the PTA to be used for the benefit of the school. Should the PTA also cease to exist, the funds will be returned to the Local Authority.

## **9. Reporting**

- 9.1. The Parent Council is accountable to the Parent Forum for Banchory Academy and will report on its activities at least once each year at the Annual General Meeting.
- 9.2. This meeting of the Parent Forum will be held at the start of each new academic session.
- 9.3. 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.
- 9.4. 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 where appropriate appointment of an auditor for the coming session.
- 9.5. If 50 or more 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.
- 9.6. The Parent Council shall give all members of the Forum at least 2 weeks' notice of such a meeting including details of the matter, or matters, to be discussed at the meeting.

## **10. Conduct**

- 10.1. 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 a majority of voting members agree.
- 10.2. Termination of membership will be confirmed in writing to the member.