

Banchory Academy
Parent Council Constitution
(Proposed amendments shown in bold italics)

August 2008

This is the constitution for Banchory Academy Parent Council.

1. Objectives

The objectives of the Parent Council are:

- 1.1 To work in partnership with the school 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 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 constitute sub-groups, from time to time, as required, to support the school in appropriate activities.
- 1.6 To ensure ongoing liaison with the Banchory Academy PTA or any successor organisation.

2. Membership

- 2.1 The membership will be a minimum of 6 Parents/Carers of children attending the School and shall preferably include at least one parent from each of the year groups S1-S6. ***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.***
- 2.2 The maximum number of Parents/Carers on the Council will not exceed 12 and 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 take place 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 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 out in the Constitution (see 2.2), Parent/Carer members will be selected by a random draw, (conducted by the Rector at the AGM), set up to reflect the year group representation indicated above (see 2.1). In addition, the Parent Council may choose to increase the size of the Council by a maximum of 2 Parent Members to be reviewed annually at the AGM.
- 3.6 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.

4. Co-opted/Additional Members

- 4.1 The Parent Council may co-opt any, including non-parent, members to assist it with carrying out its functions. **Such co-opted members will be non-voting. At no time shall the number of co-opted members exceed the number of Parent Council members.**
- 4.2 The Parent Council may also co-opt up to 2 members of Banchory Academy staff to represent staff views.
- 4.3 Co-opted members will be invited to serve for a period of 2 years, after which time the Parent Council will review and consider requirements for co-opted membership.
- 4.4 Two additional **voting** places will be reserved for **representation from the School Captains group.**
- 4.5 A **voting** place will also be available for a representative from Banchory Academy PTA.
- 4.6 The Rector or his/her representative will act as Adviser to the Parent Council and will attend all meetings.
- 4.7 The Parent Council will also extend an invitation to the local Councillors to attend meetings.

5. Appointment of Office Bearers

- 5.1 A Chairperson will be nominated from within the Parent Council and appointed by voting at the first meeting of the Parent Council, and thereafter by the membership of the Council following the Annual General Meeting. (See 8.1)

- 5.2** *The Chairperson will be a parent of a child attending Banchory Academy. If the child ceases to be a pupil, the Vice-Chair or other Office Bearer (as appropriate and by agreement) will fill the role until the next meeting.*
- 5.3 The period of office will be 2 years with a possibility of a 2 year extension by agreement of the Parent Council. In exceptional circumstances a third term of office may be offered by the Parent Council.
- 5.4 The **Parent** Council will have the option to appoint a Vice-chair who should also be appointed on the same terms as those defining 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 appoint a Clerk on an annual basis to transact **Parent** Council's administrative requirements. (To be paid according to the **Education** Authority guidelines)
- 5.6 Such a decision will be made by the first meeting of the **Parent** Council as defined above. (see 5.1)

6. Operating Guidelines

- 6.1 The Parent Council will meet at least once in every school term.
- 6.2 Decisions can only be taken at meetings attended by a minimum of 4 of the Parent Council members.
- 6.3 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
- 6.4 Any 4 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.
- 6.5 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 Copies of the minutes of all meetings will be available to all Parents/Carers of children at Banchory Academy and to all teachers at the school. Copies will be available **on the Parent Council notice board and on the school website and can be provided by the school office on request.**
- 6.8 Copies of the minutes will be sent to **the** Area Education, Learning and Leisure Office.

7. Parent Council Constitution

- 7.1** *The Parent Council may change its constitution after obtaining consent from members of the Parent Forum at the AGM or at 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. Copies of any amended constitution will be lodged with the Authority.*
- 7.2** *No proposed change can be agreed unless a minimum of 8 members of the Parent Forum are in attendance.*
- 7.3** *Members of the Parent Forum will be sent a copy of any proposed amendments with a minimum of two weeks notice.*

8. Finances

- 8.1 The Treasurer will open 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 Annual General Meeting.
- 8.6 The Parent Council accounts will be audited by the auditor. (See 8.4) The Auditor will 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 Education Authority to be used for the benefit of the school (or schools) where this continues.*

9. Reporting

- 9.1 The Parent Council is accountable to the Parent Forum for Banchory Academy and will make a report to it at least once each year at the Annual General Meeting on its activities on behalf of all the Parents/Carers.

- 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 possible appointment of the 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 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 and, at the same time, circulate notice 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 the majority of parent members agree.
- 10.2 Termination of membership will be confirmed in writing to the member.