

Girvan Academy

Parent Council Constitution



Girvan Academy

Constitution for Parent Council

- (1) This is the constitution for Girvan Academy Parent Council as required by the Scottish Schools (Parental Involvement) Act 2006.
- (2) 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, pupils and wider community.
 - To promote partnership between the school, its pupils, all its parents and the wider community.
 - 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.
 - To promote health and wellbeing for all concerned at Girvan Academy.
 - To provide opportunities for fundraising.
 - To ensure confidentiality is respected in relation to the individual pupil, staff and parent.
- (3) The membership will be a minimum of 5 parents of children attending the school. The maximum size is 20. The meeting will be quorate with 5 members attending. Parent members must remain in the majority at all meetings.
- (4) The Parent Council will be made up of a maximum of 3 representatives from each year group where possible who will be chosen by the Parents Forum.

In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot. 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.

The Parent Council will be selected for a maximum period of three years, after which they may put themselves forward for re-selection if they wish.

- (5) The Parent Council may co-opt up to three members (including one member of staff where possible) to assist it with carrying out its functions.

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

Co-opted members will be invited to serve for a maximum period of three years, or as required by the Parent Council, after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council will also invite the School Chaplain and one of the School Captains to be members of the Parent Council.

The Headteacher has both a right and a duty to attend or to be represented at the meetings of the Parent Council.

- (6) The Chair, Vice Chair and Treasurer will be agreed by the Parent Council members immediately following its formation.

The Chair will preside as chairman for each meeting. They will request agenda items by email 2 weeks prior to each meeting. They will prepare the agenda and email out to Parent Council members along with the previous meeting minutes one week prior to the meeting date.

The Vice-Chair will carry out the duties of the Chair in their absence.

The Treasurer will keep account of all the finances associated with the Parent Council. They will report on the accounts at each meeting providing a final written report at the AGM each year.

A Secretary will be appointed who will minute each meeting and send these to the chair following each meeting. This need not be a Parent Member.

Office bearers, as noted above, will be re-selected by the Parent Council on an annual basis. The members of the parent council who will have voting rights will be appointed annually and their names recorded as Appendix A in the constitution. Girvan Academy Parent Council collects email addresses of current members every year in order to circulate minutes, agendas and any relevant information. This data is never shared with third parties and is updated yearly after the AGM. Under new data protection regulations, we need to offer you the chance to opt out of receiving further communications. Please let the Parent Council Chair and the Secretary know if you wish to do so.

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

- (7) The Parent Council is accountable to the Parent Forum for Girvan Academy and will make a report to it at least once each year on its activities on behalf of all the parents.

If 10% of 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.

- (8) The Annual Meeting will be held in August/September 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 at future agendas.
 - approval of the accounts and appointment of the auditor
- (9) The Parent Council will meet at least once a month and agenda items require to be put in writing to the Chair at least two weeks before the date of the meeting. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

The Chair of the Parent Council can request that an additional meeting be held at the request of any member of the Parent Council, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

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. Termination of membership would be confirmed in writing to the member after due process.

- (10) Copies of the minutes of all meetings will be available to all parents of children at Girvan Academy and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office; approved minutes will be available on the Parent area of the school website.
- (11) Meetings of the Parent Council shall be open to the Parent Forum, 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.
- (12) 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 any two of three approved signatories.

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.

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

- (13)** The Parent Council may change its constitution at the Annual General Meeting or a Special General Meeting called for that purpose. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
- (14)** Should the Parent Council cease to exist, any remaining funds will be passed to Girvan Academy to be used for the benefit of the school, where this continues.

Appendix A: PARENT COUNCIL MEMBERS WHO HAVE VOTING RIGHTS:

Year Group	Parent Name	Contact Email Address	Contact Number	Telephone
S1				
S1				
S1				
S2				
S2				
S2				
S3				
S3				
S3				
S4				
S4				
S4				
S5				
S5				
S5				
S6				
S6				
S6				
Co-opted member				
Co-opted member				
Co-opted member				
School Chaplain				
School Captain				