

1. This is the constitution for Inverurie Academy Parent Council. It also refers to the Parent Forum, which is the name given to the whole body of parents. Throughout this document the term 'parent' shall be taken to mean parent, carer or guardian. All parents of pupils of Inverurie Academy are automatically members of the Parent Forum.
2. The Parent Council is set up in accordance with the provisions (section 5) of the Scottish Schools (Parental Involvement Act) 2006.
3. The aims and objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school, which is inclusive for all.
 - 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 pupils.
 - To identify and represent the view of parents on all matters affecting the education and welfare of the pupils.
4. The membership of the Parent Council will be a minimum of three parents of children attending the school. There is no limit to the maximum number of members.
5. Any member of the Parent Forum who volunteer's to be a member of the Parent Council at one of the Parent Council Meetings will be deemed to have become a member of Inverurie Academy Parent Council following the meeting they volunteer to join at. Only these members will be entitled to vote on Parent Council matters.
6. The Parent Council may co-opt additional members to assist it with carrying out its functions. The Rector of Inverurie Academy has a right to attend meetings of the Parent Council, or to be represented. Representatives from the staff, and school pupil council may also be co-opted.
7. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members. A Vice-Chair may also be selected.

The Parent Council will be chaired by a parent of a child attending Inverurie Academy.
8. The Parent Council is accountable to the Parent Forum for Inverurie Academy and will make a report to it at least once each year on its activities. Any member of the Parent Forum can attend Parent Council meetings.

If a minimum of ten per cent of the 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. The Parent Council shall give all members of the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting. Such an extra meeting of the Parent Forum must be held within eight weeks of the request being made.
9. The Annual Meeting will normally be held in September of each year. A notice of the meeting including date, time, and place will be notified to all members of the Parent Forum at least one week in advance. The meeting will include:
 - A report on the work of the Parent Council and its committee(s)
 - Identification of issues to be addressed by the Parent Forum in the forthcoming session
 - Approval of the accounts and appointment of the auditor.
10. The Parent Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each parent member of the Parent Council at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Non-parent members, visitors and invited guests will not be entitled to vote.

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 at least two-thirds of Parent Council agree. Termination of membership would be confirmed in writing to the member.

11. Parent Council meeting minutes, after initial approval of meeting minutes to draft level by the Chair, the Rector and the Secretary, copies of these draft minutes will be distributed to the Parent Council to facilitate formal approval at the next Parent Council meeting. Draft minutes from Parent Council meetings will normally be issued within two weeks of the meeting, and be available for general distribution at this time. Formally approved minutes of all Parent Council meetings will normally be available within two weeks of approval of the minute (by the Parent Council) to all members of the Parent Forum and teachers at Inverurie Academy.
12. In general, 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. In such circumstances, only members of the Parent Council and the Rector, or his or her representative, can attend. Agendas for meetings of the Parent Council will be available nominally one week before each meeting from the Secretary to the Parent Council.
13. 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 at least one other Parent Council member.
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's accounts will be audited by the auditor appointed by the Parent Forum. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the aims and objectives of the Parent Council.
14. The Parent Council may change its constitution after obtaining consent from a majority of responding 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.
15. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Inverurie Academy where this continues.

-End of Inverurie Academy Parent Council Constitution

adopted on 22nd February 2016