

INVERURIE ACADEMY PARENT COUNCIL

CONSTITUTION

This is the Constitution for Inverurie Academy Parent Council set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006.

Definitions

- In this document the term “Parent” applies to parents, guardians and carers with parental rights and responsibilities.
- Parent Forum – all parents of pupils attending Inverurie Academy.
- Parent Council – a group of parents selected by members of the parent forum to represent all parents of Inverurie Academy.

Aims and Objectives

- To work in partnership with the school to create a welcoming school that is inclusive for all.
- To promote partnership working between the school, its pupils and their parents.
- To develop and engage in activities which support the education and welfare of pupils and improve their outcomes.
- To identify and represent the view of parents on all matters affecting the education and welfare of the pupils.

Membership

- The membership of the Parent Council will be a minimum of four parents of pupils attending the Academy.
- There is no limit to the maximum number of members.
- Parents shall always form the majority of the Parent Council.
- In addition to members of the Parent Council being elected at the Annual General Meeting, any member of the Parent Forum can volunteer to become a member of the Parent Council at Committee Meetings throughout the year.
- Only Parent Council members are entitled to vote on Parent Council matters.

Co-Opted Members

- The Parent Council may co-opt additional members to assist it with carrying out its functions. However, they do not have the right to vote on Parent Council matters.
- The Head Teacher of Inverurie Academy has a right and a duty to attend meetings of the Parent Council, or to be represented.
- Representatives from the staff, the Pupil Council and the wider community may also be co-opted.

Office Bearers

- The roles of Chair, Vice-Chair, Secretary and Treasurer will be elected by Parent Council members.
- Each office bearer shall be the parent of a pupil attending Inverurie Academy. If a vacancy occurs for any reason, a new office bearer will be elected at the next Parent Council meeting.

Treasurer

- 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.

Termination of Membership

- 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.

Meetings

- The Parent Council will meet at least once in every school term.
- The quorum for each meeting will be four members, one of which will be the Chair or the Depute Chair.
- Any member of the Parent Forum can attend Parent Council meetings.
- Matters relating to individual teachers, pupils, parents and school issues will not be the subject of discussion at Parent Council Meetings.
- Agendas will be available for every meeting around one week before each meeting. They will be created in consultation with the Parent Forum, members of the Parent Council and the Head Teacher.
- 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. Members of the Parent Forum, visitors and invited guests will not be entitled to vote.

- The Secretary shall be responsible for taking accurate minutes of all meetings.
- Minutes of meetings, after initial approval to draft level by the Chair, the Head Teacher and the Secretary, will be posted to the Parent Council section of the school's website within two weeks of meetings. Minutes will be formally approved at the following meeting.

Annual General Meeting

- The Annual General Meeting will be held in September each year.
- The Parent Council is accountable to the Parent Forum of Inverurie Academy and will make a report to it at least once each year on its activities.
- 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.
 - Election of Parent Council Members and Office Bearers for the current year.

Extraordinary General Meeting

- 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 Council must be held within eight weeks of the request being made.

Confidentiality

- Parent Council meetings should be open to all unless matters of a confidential nature require to be discussed. In such circumstances, only members of the Parent Council and the Head Teacher, or their representative, can attend.
- Minutes from this meeting will be "closed" and should carry an appropriate protective marking.
- Data held as part of a Parent Council's work should be held according to GDPR guidance.

Changes to the Constitution

- 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.
- Changes or additions should be made at the AGM or an EGM called for that purpose.

Dissolution

- Should the Parent Council cease to exist, any remaining funds will be passed to the Local Education Authority to be used for the benefit of pupils of Inverurie Academy.

Review

- As required to reflect changes in purpose of Parent Council and/or legislation.

September 2018