

Constitution for Balforn High School's **Parent Council**

1. AIMS

1.1 The Aims of the **Parent Council**:

- To support the school in its work with pupils
- To promote partnership by parents own active participation
- To lead Parent Forum participation
- To act as a communication conduit between school management, parents, pupils and community

2 DEFINITION OF PARENT

Throughout this document, the term 'parent' has been used but this reference should also cover any guardian, carer or legally appointed person looking after a child at the school.

3. COMPOSITION

3.1 The composition of the **Parent Council** should be a minimum of 14 members and could include:

3.11 A parent forum member from each of the following constituencies:

- Strathblane, Killearn, Balforn, Fintry, Kippen & Arnprior, Buchlyvie, Drymen, and also a member from outside the catchment area.

3.12 Co-opted members from the following areas:

- A member from Balforn High School Senior Management Team;
- Two members of school staff not in the 'senior management team';
- Two of Balforn High School's Head Prefects;
- A representative of the community, who is not a member of the parent forum.

4. SELECTION OF MEMBERS

4.1 All **Parent Council** members, co-opted non-Senior Management Team staff members and the co-opted community representative will be selected for a term of 2 years, after which time a member can go forward for re-selection or another person can be selected for their post.

4.2 All members of the Parent Forum are eligible for selection to the **Parent Council** as a representative. However a member of the Parent Forum is not eligible to be a co-opted member of the **Parent Council**.

4.3 All members of the Parent Forum who volunteer to sit on the **Parent Council** can be selected by a vote of the Parent Forum at the AGM. (The outgoing member whose post is to be filled is entitled to a vote if he/she wishes)

4.4 All non-senior management staff wishing to sit in co-opted posts of the **Parent Council** will be decided upon by a vote of all staff in Balforn High School. This vote

is the right of any member of staff of Balfron High School, with the exception of the Senior Management staff.

4.5 Any two of Balfron High School's Head Prefects are eligible to sit on the **Parent Council**. The decision of who sits in the posts shall be at the discretion of the Head Prefects themselves.

4.6 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 **Parent Council**.

4.7 The decision about who the community representative on the **Parent Council** is to be, will be the decision of the **Parent Council**.

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

5. OFFICE BEARERS

5.1 The position of chairperson, vice-chairperson and treasurer will be agreed by the **Parent Council** members immediately following its formation. The chairperson should be a member of the Parent Forum.

5.2 The vice-chairperson shall be filled by any of the members of the **Parent Council** who are Parent Forum members, co-opted Head Prefect members, or the co-opted community representative.

5.3 The treasurer, should be a member of the Parent Forum, or a Co-opted member.

5.4 If at any point any of the office bearers ceases to be a member of the **Parent Council**, the **Parent Council** must appoint a new office bearer at the next meeting.

5.5 There will be appointed a Clerk/Secretary to the **Parent Council** who will be responsible for taking minutes of the meetings and dealing with correspondence and administration as required.

6. GENERAL MEETINGS

6.1 ANNUAL GENERAL MEETING

6.2 The Annual General Meeting will be held in April 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 of the date of the meeting.

6.3 At any point if the Parent Forum wishes to request a Special General Meeting on any issues which fall within the remit of the **Parent Council**, they can do so by at least 15% of the parent forum officially requesting such a meeting. The **Parent Council** must give all interested parties at least 2 weeks notice of the meeting, and in doing so circulate all matters to be discussed at the meeting.

7. WORKINGS OF THE PARENT COUNCIL

7.1 At all times when the **Parent Council** meets there must be at least 7 members in attendance, of which there must be no less than 4 parent members and one member from the senior management team.

7.2 The **Parent Council** shall meet at least 6 times in a school year.

7.3 In the event of a vote, every member of the **Parent Council** is entitled to a vote that carries equal weight. In the event of a tie, the chairperson holds the deciding vote.

7.4 Any 4 members of the **Parent Council** can request a meeting at any point, although at least one weeks notice must be given to the rest of the **Parent Council**.

7.5 For any necessary reason e.g., improper conduct, the **Parent Council** can have people removed from their post on the **Parent Council** by a two-thirds vote.

7.6 At any point the **Parent Council** can amend the constitution, by obtaining consent from members of the Parent Forum, who will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal, up to 2 weeks.

7.7 Copies of all minutes will be available to all parents and all teachers at the school.

8. FINANCES

8.1 The Treasurer will administer a bank/building society account in the name of the **Parent Council** for all **Parent Council** funds. Withdrawals will require the signature of the treasurer and one other **Parent Council** member.

8.2 The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each meeting and a full account for the Annual General Meeting. The accounts will be checked by a competent person approved at the previous Annual General Meeting.

8.3 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 other schools where this continues.

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