



Forrester High School Parent Council Constitution

This is the constitution for Forrester High School (FHS) Parent Council.

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council.

For the purpose of this Constitution the term 'parent' is used to include any parent, carer or guardian of a student(s) attending FHS.

Aims and Purpose

1. to work in partnership with the school to create a welcoming school, which is inclusive for all parents.
2. to promote partnership between the school, its students, its parents and the wider community.
3. to develop and engage in activities which support the education and welfare of the students.
4. 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 students.
5. to participate in the appointment of senior staff at the school.

Membership

The parent membership of the Council will be a minimum of 6 parents of children attending the school. The maximum will be 15 parents. It is preferable, but not necessary, that parents should represent students from all 6 years of the school.

Every parent member of the Council will be appointed for a period of one year. After serving for one year they may put themselves forward for re-selection.

Any parent of a child at the school can volunteer to be a member of the Parent Council. If spaces are available, priority will be given to ensuring year representation. If the membership has reached the maximum number allowed, volunteers can become members of any sub-group workstream set up by the Parent Council, and may join the Parent Council at the first opportunity thereafter.

Importantly, *all* parents of FHS are welcome to attend meetings of the Parent Council. They will be able to participate or comment, but will not be entitled to vote.

Additionally, parents who are not members of the Council may request that a Parent Council member raise a relevant issue on their behalf if they do not wish to attend in person.

The Headteacher of FHS or his/her representative will attend every meeting, however Headteachers are not technically members of the Parent Council, and so are not entitled to vote.

Up to 3 members of staff and up to 3 students may be invited to become members of the Parent Council for a period of 1 year, with the option to extend after 1 year if desired.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

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.

The Parent Council may choose to co-opt up to 2 members from the community. These members will be chosen so as to ensure as relevant a representation as possible.

Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider.

The Parent Council can choose to invite others to participate in its meetings and activities. This may include Local Councillors or representatives from Parent Councils of Primary Schools feeding into the school for example. These attendees will not however be entitled to vote.

Office Bearers

The Parent Council will appoint the following office bearers from the Parent members – Chair, Deputy Chair, Secretary, and Treasurer.

Office bearers will be re-selected by the Parent Council on an annual basis at the Annual General Meeting.

Meetings

General Meetings

The Parent Council will aim to meet every 6 to 8 weeks. A minimum of 5 parent members must be present for the meeting to proceed. This should include at least 2 of the office bearers.

Dates of all Parent Council meetings will be in the school newsletters and on the school website.

Copies of the minutes of all meetings will be made available on the school website within 2 weeks of each meeting. Alternatively, a request for a copy of the minutes can be made to the Secretary.

Should a vote be necessary to make a decision, each parent, staff and student member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any two 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.

Meetings of the Parent Council shall be open to the public, 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 Headteacher, or his/her representative, can attend. There may also be certain circumstances when it will be deemed inadvisable for the student members to attend.

Annual General 'Parent Forum' Meeting

An Annual Meeting will be held in June of each year. A notice of the meeting including date, time, and place will be notified to all Parents of the school (ie the Parent Forum) at least 2 weeks in advance.

The meeting will include:

- a report on the work of the Parent Council and any sub-groups.
- selection of the new Parent Council.
- discussion of issues that members of the Parent Forum may wish to raise.
- approval of the accounts and appointment of the auditor.

The meeting will be chaired by the outgoing Chairperson.

Finances

The Treasurer will open/oversee 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 one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this at each Parent Council meeting, and a full account for the Annual Meeting.

The Parent Council accounts will be checked by two persons from the Forum who are not members of the Council, and who were 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.

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Forrester High School.

Changes to the Constitution

The Parent Council may change its constitution after obtaining consent from 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.