



UPDATED 12<sup>th</sup> November 2019

This is the constitution for Tough School Parent Council.

## **1. Objectives**

1.1 The objectives of the Parent Council are:

- 1.1.1 To work in partnership with the school to create a welcoming school which is inclusive of all parents and encourages community involvement.
- 1.1.2 To promote partnership between the school, its pupils, all its parents (the Parent Forum) and the wider community
- 1.1.3 To develop and engage in activities which support the education, welfare and health of the pupils
- 1.1.4 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 pupils
- 1.1.5 To constitute sub-groups, as required, to support the school in appropriate activities

## **2. Membership**

- 2.1 Any member of the Parent Forum can become a member of the Parent Council and can attend and take part in meetings.
- 2.2 A parent who wants to become a member or resign membership of the Parent Council should attend the Annual General Meeting, or any subsequent meeting, and make their intention clear to the Parent Council.
- 2.3 The Parent Council will be made up of Parent Forum members and a maximum of either 6 or 1/3 (whichever is the smaller number) of the membership may be made up of other co-opted members.
- 2.4 Co-opted members may include local councillors, community members, teaching and support staff in the school.
- 2.5 Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.
- 2.6 The Parent Council has the right to invite identified individuals to attend a Parent Council meeting where they feel their attendance may contribute to the objectives of the Parent Council.
- 2.7 A decision to invite a guest can only be taken at meetings attended by at least 3 *parent* Parent Council members and at least 1 *non-parent* Parent Council member, and will follow the operating procedures in section 4.3.
- 2.8 Representatives from the Pupil Council may be invited to attend relevant meetings or parts of meetings.

## **3. Appointment of Office Bearers**

- 3.1 A Chairperson will be appointed, by the Parent Council, at the first meeting of the Parent Council, following the Parent Council Report at the Annual General Meeting, or at an Extraordinary General Meeting.
- 3.2 The Chairperson will be a parent member of the Council.
- 3.3 The period of office will terminate at the following AGM.

**or**

if the parent ceases to qualify for membership of the Parent Forum

**or**

if 2/3 of the Parent Council request that person to stand down.

**or**

it will continue to the next AGM if the parent is appointed for a further year.

- 3.4 A Vice-Chair should also be appointed on the same terms as those defining the appointment of a Chairperson.
- 3.5 The Parent Council will appoint a Treasurer and a Secretary from within the Council membership to transact Council's administrative requirements. These two positions will be appointed on the same terms as those defining the appointment of a Chairperson.
- 3.6 Three people may fill the four roles as long as the Chair is independent.
- 3.7 Members of the Parent Council will have the opportunity to apply in writing, or in person at the AGM or EGM, for a post as an Office Bearer.
- 3.8 In the event of the number of volunteers for posts exceeding the number of Office Bearers as set out in the Constitution, members will be identified by a secret ballot, with only the appointed names disclosed. The Head Teacher, or appointed representative, will be the person with access to the voting slips and figures, the results will be verified by another Aberdeenshire Council representative.

## **4. Operating Procedures**

- 4.1 The Parent Council will meet at least once in every school term.
- 4.2 Decisions can only be taken at meetings attended by 3 *parent* Parent Council members and at least 1 *non-parent* Parent Council member.
- 4.3 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair, or in the chair's absence the Vice-Chair, having a casting vote in the event of a tie.
- 4.4 Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Forum will be given at least one week's notice of date, time and place of the meeting.
- 4.5 6 Parent Council members can request that an Extraordinary General Meeting be held, and all members of the Parent Forum will be given at least one week's notice of date, time and place of the meeting.

4.6 Meetings of the Parent Council shall be open to the Parent Forum, unless the Parent Council is discussing an issue that it, or Aberdeenshire Council, considers should be dealt with on a confidential basis. For the avoidance of doubt it shall not be competent for the Parent Council to discuss issues of a personal nature concerning individual school pupils or members of staff.

4.7 In such circumstances, only members of the Parent Council who are office bearers, and the Head Teacher, or his or her representative, can attend.

**or**

The Parent Council will meet to nominate representatives to attend such meetings along with the Head Teacher, or his or her representative.

4.8 The secretary, or another nominated person in their absence, will take the minutes of all meetings. Once typed they will be signed by the secretary and passed to the Head Teacher for distribution to the Parent Forum, staff and co-opted members.

4.10 Additional copies will be available from the Secretary of the Parent Council and from the school office.

4.11 The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.

4.12 This will be obtained either

4.12.1 at a meeting attended by 2/3 of families on the Parent Forum

**or**

4.12.2 by written confirmation of agreement by 2/3 of families on the Parent Forum

4.13 Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time, as decided by the Parent Council, to respond to the proposal.

4.14 The Parent Council may set up sub-groups to help achieve the aims and objectives of this constitution. It may be desirable, for example, to set up groups to facilitate fund raising, communications, extra-curricular activities and social events for pupils, parents and staff. Any member of the Parent Forum may be part of any sub-groups set up by the Parent Council and the Parent Council shall endeavour to encourage as many parents as possible to participate. By attending any subgroup

meeting an individual is automatically a member of the Parent Council and someone will be nominated the responsibility for communicating between the sub-group and the Parent Council. Any sub-group set up by the Parent Council shall operate in accordance with the following procedures:

- 4.14.1 A minimum number of 4 people will be involved in any sub-group, this may or may not include a co-opted member.
- 4.14.2 A minimum number of 4 people will be required for any decisions to be taken by a sub-group, this may or may not include a co-opted member.
- 4.14.3 At the beginning of each meeting a Chair and a Secretary will be appointed for the duration of that meeting.
- 4.14.4 Each meeting will be minuted and reported back to the Parent Council at the next Parent Council meeting.
- 4.14.5 Sub-groups may also communicate directly with the Parent Forum and co-opted members via the Head Teacher.
- 4.14.5 Should a vote be necessary within a sub-group to make a decision, it will follow clause 4.3.

## **5. Finances**

- 5.1 The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds.
- 5.2 Withdrawals will require the signature of either two Office Bearers or one Office Bearer and another nominated, approved Parent Council signatory.
- 5.3 The Treasurer will keep an accurate record of all income and expenditure.
- 5.4 The Treasurer will provide a summary of this for each Parent Council meeting.
- 5.5 The Treasurer will provide a written summary 2 weeks in advance of the Annual General Meeting and a full account at the AGM.
- 5.6 The auditor appointed at the previous Annual General Meeting will audit the Parent Council accounts at the end of the academic year.

- 5.7 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 5.8 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 schools), where this continues.

## **6. Reporting**

- 6.1 The Parent Council is accountable to the Parent Forum for Tough School and the Chairperson will make a written report to it, at least once each year, on its activities on behalf of all the parents.
- 6.2 The Annual General Meeting will be held within 4 weeks of the start of each new academic session.
- 6.3 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 Chairperson's written report, Treasurer's summary, and reply slip to indicate whether Parent Forum Members would like to volunteer for any of the Office Bearer posts, will accompany this.
- 6.4 The meeting will include:
- a report on the work of the Parent Council and its sub-group(s)
  - approval of the accounts from the previous year
  - defining the membership of the Parent Council
  - appointment of the new Office Bearers by the Parent Council
  - discussion of issues that members of the Parent Forum may wish to raise
  - appointment of the auditor for the end of the academic year.
  - Setting the date of the following meeting

## **7. Conduct**

- 7.1 If a Parent Council Office Bearer acts in a way that is considered by other members to undermine the objectives of the Parent Council, their position as an Office Bearer shall be terminated if two thirds of the Parent Council agrees, as in section 3.3.
- 7.2 Termination of their post as an Office Bearer will be confirmed in writing to the member.