

Elgin High School Parent Council

Constitution

- 1 This is the constitution for Elgin High School Parent Council.
- 2 The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - 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 the pupils
 - 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
- 3 The membership will be a minimum of three parents of children attending the school. The maximum size of the Parent Council is eighteen.
- 4 Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by names being drawn by lot. The Parent Council will be selected for a period of two years.
- 5 Two-thirds of the Parent Council will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school. The number of parent members of the Parent Council meetings must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of two years, after which time the parent Council will review and consider requirements for co-opted membership.
- 6 The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members. Office-bearers will be re-selected by the Parent Council on an annual basis.
- 7 The Parent Council is accountable to the Parent Forum for Elgin High School and will make a report to it at least once a year on its activities on behalf of all parents.

If 5% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least 2 weeks' notice of the meeting (each week to consist of five working school days) and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.
- 8 The Annual Meeting will be held in September 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 four weeks in advance. The meeting will include:
 - A report on the work of the Parent Council and its committee(s)
 - 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

9 The Parent Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each parent 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.

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.

Any member not attending two consecutive meetings without submitting prior apologies will forfeit membership.

10 Copies of the minutes of all meetings will be available to all parents of children at Elgin High School and to all members of staff at the school. Copies will be available from the Secretary or Clerk to the Parent Council and from the school office.

11 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 Head Teacher, or his/her representative, can attend.

12 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 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 accounts will be audited by the auditor 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.

13 The Parent Council may change its constitution after obtaining the consent from members of the Parent Forum at either an Annual General Meeting or a special general meeting as outlined in paragraph 7 above. Members of the Parent Forum will be sent a copy of any proposed amendment prior to the meeting.

14 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 where this continues.