

## **Bo'ness Academy Parent Council**

### **Agreed Constitution April 2016**

This is the constitution of Bo'ness Academy Parent Council

The word 'parent', should be taken also to mean guardian or carer.

#### **Objectives**

The objectives of the Parent Council are:

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 pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

#### **Membership**

The membership will include a minimum of five parents of children attending the school. The maximum size will include twenty parents of children attending the school. Membership of the Parent Council confers voting rights.

The Head Teacher has a right and duty to attend Bo'ness Academy Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be selected for a period of two years, after which they may volunteer again if they wish.

Any parent(s) 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 members set out in the constitution, a waiting list for membership will be set up. Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join the Parent Council at any time to fill existing parent member vacancies.

If a Parent Council member does not attend three consecutive meetings, their membership shall be deemed terminated.

The Parent Council may co-opt up to four additional members to assist it with carrying out its functions. These additional members may be drawn from the school teaching staff or the wider local community. The number of parent members on the Parent Council must always be greater than co-opted members.

A co-opted member will be invited to serve for two years, after which time the Parent Council will review and consider requirements for co-opted membership.

A standing invitation to attend Parent Council meetings will be sent to the relevant local councillor(s).

### **Office Bearers**

The Chair, Vice-Chair and Treasurer of the Bo'ness Academy Parent Council will be appointed by the Parent Council members immediately following its formation. Members will volunteer for the office bearing positions. Office bearers will normally serve for two years. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting. If more than one person volunteers for any office bearer position, an immediate vote will take place using slips of paper. The person with the most votes once the slips are counted, will become that office bearer.

The Parent Council will be chaired by a parent of a child attending Bo'ness Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council will appoint a Clerk who will be paid to carry out his / her duties.

Contact details of office bearers and the Clerk will be sent to Falkirk Council Children's Services.

### **Annual Meeting**

The Annual Meeting will be held in September / October 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 two 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

### **General Meetings**

The Bo'ness Academy Parent Council will meet at least once every 6 weeks unless additional meetings are required to discuss specific topics. A notice of when the meetings are to take place will be included in the school newsletter, emailed to members, notified via Twitter and On The Button.

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

If 25 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 Forum at least two week's notice of date, time and place of the meeting and notice of matters to be discussed.

50% of the Parent Council members can request that an additional meeting be held, and the Parent Council will arrange this. 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 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.

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 or her representative, can attend.

Papers for meetings will be sent out, wherever possible, with the agenda.

### **Minutes of Meetings**

The Chair and the Clerk will produce the agenda, in agreement with the Head Teacher and Parent Council members, and it will be circulated to all members of the Bo'ness Academy Parent Council at least one week before the meeting takes place.

The Clerk to the Parent Council will circulate draft minutes to all Parent Council Members after the meeting takes place and before the following meeting. Minutes will be approved or any changes noted at the next available meeting.

Copies of the approved minutes of all meetings will be available to all parents of children at Bo'ness Academy and to all staff at the school. Copies will be available from the Clerk to the Parent Council and from the school office.

A copy of the approved minutes will be sent to Falkirk Council Education Services.

### **Finances**

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 member of the Parent Council. (Chair or Vice Chair)

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 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.

### **Changes to the Constitution**

The constitution will be reviewed when deemed necessary by the Bo'ness Academy Parent Council. The Parent Forum will be consulted on any proposed change.

### **Dissolution of Parent Council**

In the event that the Bo'ness Academy Parent Council ceases to exist, any remaining funds should be given to the school to be distributed for the benefit of the children at the school.