

Berwickshire High School Parent Council Constitution

This is the approved constitution for the Berwickshire High School Parent Council, as amended on 3 February 2016.

1. Definitions

- a. 'Parent' means any parent, carer or guardian with legal responsibility for the education and welfare of a child currently enrolled at Berwickshire High School. We would also extend this definition to include foster parents.
- b. 'Parent Forum' is the collective name given to all parents, carers, guardians and foster parents. Parents are automatic members of the Parent Forum.
- c. 'Parent Council' is the body that represents parents of pupils at Berwickshire High School replacing the previous school board (Scottish Schools Parental Involvement Act 2006).
- d. The Parent Council is established by the Parent Forum and accountable to it.

2. The Aims of the Parent Council are:

- a. To work in partnership with the school to create a welcoming and inclusive environment for all.
- b. 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.
- c. To promote partnership between the school, its pupils and all its parents and the wider community.
- d. To develop and engage in activities which support the education and welfare of the pupils including standards and attainment.

3. Membership Numbers

- a. The maximum will be 30 voting parent members.
- b. The target will be to have sufficient regularly-attending full members of the Parent Council, a Chair and Vice-Chair and ideally two representatives from each school year, thus involving a representative cross-section of parents.
- c. Any member of the Parent Forum will be welcome to attend a Parent Council meeting and to participate in the meeting in all respects other than voting.
- d. For a meeting of the Parent Council to be valid, a quorum of no less than 3 should membership be between 3 and 10, and 30% should membership be over 10 members. Only full, regularly attending members shall be able to form a quorum.
- e. Should membership fall below 3 parents, the Parent Council ceases to exist. In this event, the remaining members have 1 calendar month in which to seek new members, after which the Parent Council will be held to have ceased to exist for the remainder of the session.

4. Council Recruitment

- a. The Parent Council will be selected for a minimum of one year and a maximum of 3 years after which members may put themselves forward for reselection if they wish.
- b. Any member of the Parent Forum can volunteer to be a member of the Parent Council.
- c. If there are too many volunteers, names shall be picked out of a hat. 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.
- d. *Co-option*

The Parent Council may co-opt up to 5 non-parent members to assist with carrying out its functions. Co-opted members are not eligible to vote.

e. *Officers*

- i. The Chair, Vice-Chair, Secretary and Treasurer of the Parent Council will be appointed by the Parent Council members immediately following its formation. Officers will require to be nominated and seconded by Parent Council members and elected by secret ballot.
- ii. If the Chair resigns or is otherwise unable to fulfil their duties, the role of Chair will fall to Vice-Chair until such time as a new Chair is appointed.
- iii. Office bearers will be elected by the Parent Council at the AGM each year.

f. *Accountability*

- i. The Parent Council is accountable to the Parent Forum of Berwickshire High School and will set and review its objectives and report annually on its activities to the Parent Forum.
- ii. If 50 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 2 week's notice, in term time, of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

g. *Annual General Meeting (AGM)*

- i. The AGM will be held in September of each year.
- ii. A notice of the meeting including date, time and place will be made available to all members of the Parent Forum at least 2 weeks in advance.
- iii. The AGM will include:
 - I. A report on the work of the Parent Council and any working groups deemed appropriate and established by the Parent Council.
 - II. The selection of the new Parent Council when necessary.

- III. The election of office bearers.
- IV. A discussion of the issues that the members of the Parent Forum may wish to raise.
- V. The approval of the accounts and appointment of the auditor.

h. *Meetings*

- i. The Parent Council will meet at least once in every school term. Where membership is under 10, 3 voting members will represent a quorum, but a minimum of 60% voting membership would be required for any constitutional change. Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote with the Chair having a casting vote in the event of a tie.
- ii. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, (for example persistent failure to attend meetings) their membership will be terminated if the majority of parent members agree.
- iii. Termination of membership would be confirmed in writing to the member.
- iv. All meetings will be minuted and copies of the minutes will be available to all parents and to all teachers at the school by means of the school website. Copies will be available from the Secretary of the Parent Council and from the School.
- v. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that 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.

i. *Finances*

- i. 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 office bearer.
- ii. 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.
- iii. The Parent Council shall be responsible for ensuring all monies are used in accordance with the aims and objectives of the Parent Council.

j. *Constitutional Review*

- i. The constitution will be reviewed annually. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
- ii. The Parent Council may change its constitution after obtaining consent from 50% of those who respond.

k. *Dissolution*

- i. 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 Berwickshire High School where this continues.