

The Constitution of Milne's High School Parent Council

1. Introduction

This is the constitution for Milne's High School Parent Council (MHSPC).

All reference to parent denotes parents/carers.

2. Purpose and Objectives

The objectives of the Parent Council are as follows:

- a. To work in partnership with the School to create a welcoming school that is inclusive for all parents
- b. To promote partnership between the School, all its pupils, their parents/carers, and the wider community
- c. To develop and participate in activities which support the education and welfare of the pupils, including providing or assisting in the provision of facilities to enhance education at the School.
- d. To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- e. To participate in the appointment of senior staff at the School.

3. Membership

The membership of the Parent Council will be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the School may volunteer to be a member of the Parent Council. Although the Headteacher is not a member of the Parent Council, they have a right and duty to attend or be represented at Parent Council meetings.

There shall be a minimum of 4 parents of children attending the school. Ideally this would consist of representation of parents covering the various age ranges of the school: S1/2; S3/4 and S5/6 to ensure that each stage of the school is equally represented. The number of co-opted members will not exceed the number of parent representatives.

Co-opted members likely to be included would be as follows:

- Head Boy/Girl representing school pupils or their deputies
- Two members of the School Staff
- Two further available co-opted places to be used as required

In addition the following people will be invited to attend although they will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council:

- Rector or depute (Advisor)
- Moray Council Representatives
- Secretary/Clerk (Employed by the Parent Council)

Appointment of members will take place at the Annual Meeting.

Each member of the Parent Council will be appointed for two school years, provided they continue to have a child at the school. After two years, members can volunteer to remain on the Parent Council.

The Parent Council may co-opt up to 6 members to assist it. The number of parent members must always be greater than the co-opted members. Co-opted members will be invited to serve for a period until the next Annual Meeting when the parent council will review the requirements for co-opted members.

The Office bearers of the Parent Council will be agreed by the Parent Council members annually after the AGM of the Parent Forum. The Parent Council will be chaired by a parent of a child attending School. If the child ceases to be a pupil, the Vice Chair will fill the role until a new chair is agreed at the next meeting. The secretary/clerk to the parent council may be nominated and payment for this post will be as agreed by the Parent Council.

4. Reporting and Annual Meeting

The Parent Council is accountable to the Parent Forum for Milne's High School and will report to it once a year on its activities. If 10% of the Parent Forum request a general meeting the Parent Council will arrange this as soon as is practicable, giving the Parent Forum at least 2 weeks notice of the meeting with a list of agenda items.

The AGM will be held in September each year. Two weeks notice of the meeting will be given to each member of the Parent Forum. The agenda for the AGM will include:

- a. A report on the work of the Parent Council
- b. Appointment of new Parent Council
- c. Discussion of any items the Parent Forum members wish to raise for the parent council to pursue
- d. Approval of accounts and appointment of an auditor for the following session.

The meeting will be chaired by the outgoing Parent Council Chair. In the event of a vote being required all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote.

5. Parent Council Meetings

The Parent Council will meet at least once during each school term. A minimum of 4 parent members of the Council must be present for the whole meeting to take place

Should a vote be necessary to reach a decision, each Parent Council member will have one vote, the chair of the meeting having a casting vote in the event of a tie. 50% of members of the Parent Council can request an additional meeting, and the Parent Council will be given at least 2 weeks notice of such a meeting and the reason for the meeting being called.

Copies of the minutes of Parent Council meetings will be made available to the Parent Forum and to all staff at MHS. This will be done via the Parent Council secretary/clerk and the school office. Meeting minutes will be circulated 2 weeks prior to each meeting date.

Meetings of the Parent Council shall be open to the parent forum, 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 or her representative, can attend.

6. Termination of Membership

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 will be terminated if the majority of parent members agree. Such a decision will be confirmed in writing to the member concerned and the reason for termination clearly stated. Termination of membership is likely to be extremely rare. If that parent member wishes to appeal against termination of membership that person should seek the support of 10% of the Parent Forum members to allow for a meeting to address that issue to be called (in line with the procedures set out in clause 7 above).

Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology then the member will be deemed to have retired from the Parent Council.

7. Finances

The Treasurer will open a bank or building society account in the name of the Parent Council for all the Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council Member. There shall be four named signatories – the Treasurer and three others

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for every Parent Council meeting and a full account for the Annual meeting. In the absence of the Treasurer, accounts will be emailed to the Chair of the meeting so they can be presented. The Parent Council accounts will be audited by the auditor appointed at the previous Annual meeting. The financial year will run from AGM to AGM.

The parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

8. Amendment of 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 its proposal.

9. Dissolution

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.

10. Sub-Committees and Working Groups

The Parent Council may set up sub-committees for specific purposes. Where it does so, the Parent Council shall provide a written remit for the sub-committee, including membership, powers and how the sub-committee will link with the Parent Council.

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