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Balerno High School Parent Council Constitution (updated September 2017)

Balerno High School Parent Council is constituted in accordance with the Scottish Schools (Parental Involvement) Act 2006 and represents the Parent Forum, which consists of all parents, carers and / or legal guardians of pupils at Balerno High School.

AIMS

The Advancement of Education, which will be achieved by the following methods:

1. to identify and represent the views of parents about the education provided by the school and other matters affecting the education and welfare of the pupils
2. to study and discuss matters of mutual interest relating to the education and welfare of pupils
3. to promote close co-operation and communication between parents and teachers
4. to conduct its business in an inclusive manner and to encourage all parents to become involved **in their children's education and learning**
5. to engage in activities which support and advance the education of pupils attending the school
6. to keep parents informed about the activities of the Parent Council and to report formally to parents on an annual basis
7. to encourage and support Balerno High School Parent Teacher Association and its work to raise funds for the school and its pupils

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

MEETINGS OF THE PARENT COUNCIL

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

Any two of the parent 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 any such additional meeting.

All meetings of the Parent Council shall be open and any member of the Parent Forum may attend although they will not have voting rights. The exception is if 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 / her representative, shall be present.

The quorum for meetings of the Parent Council shall be three members, of which at least two shall be parent members.

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

Copies of the minutes of meetings of Balerno High School Parent Council shall be posted on the Parent Council section of the Balerno High School website and shall also be made available to parents upon request to the Clerk of the Parent Council.

GENERAL MEETINGS

Annual General Meeting (AGM)

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:-

1. the work of the Parent Council
2. approval of the accounts
3. appointment of an individual who will review the annual accounts
4. any resolutions submitted by the Parent Forum
5. election of members to serve on the Parent Council

At the AGM voting shall be on the basis of one vote per parent/carer present at the meeting.

At all general meetings the quorum shall consist of six parents

Extraordinary General Meeting

The Parent Council or 25 of the Parent Forum shall have power to call an Extraordinary General Meeting to discuss issues falling within the remit of the Parent Council. The Parent Council shall arrange this without undue delay and shall give parents at least two weeks notice of the meeting, and at the same time, advise the matter(s) to be discussed at the meeting.

An Extraordinary General Meeting shall have the right to vote on issues that have been tabled for discussion and shall also have the right to vote for removal and/or replacement of parent members of the Parent Council.

PARENT COUNCIL MEMBERSHIP

Membership of the Parent Council shall consist of:

- a minimum of 6 and a maximum of 18 parents of children at Balerno High School
- up to two members of Balerno High School teaching staff
- the chair or representative of the PTA
- up to three associate members, representing the associated primary schools
- up to two co-opted members representing the local community

All members of the Parent Council, including the PTA rep, staff, associate and co-opted members shall be entitled to vote at meetings of the Parent Council. Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting **vote. The Chairperson's casting vote shall be used only in the event of a tie.**

Co-opted members of the Parent Council shall not be parents of children at the school.

The Parent Council may invite non-members, such as the school's head boy and head girl, representatives of community councils or elected members of the local authority, to attend and participate in meetings.

The Headteacher of Balerno High School, or his / her nominated representative, acts as adviser to the Parent Council and is expected to attend meetings of the Parent Council.

The Parent Council may appoint a Clerk to record proceedings at meetings and to draft minutes of meetings or arrange parent members to carry out this function.

The Clerk may or may not be a member of the Parent Council.

Appointment of non-parent members

Non-parent members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

Appointment of parent members

There shall be a maximum of eighteen parent members and each shall normally be appointed to serve as a member of the Parent Council for a period of four years.

Parents, carers or legal guardians of children attending Balerno High School shall be eligible for appointment as parent members of the Parent Council and shall be invited every two years to apply for appointment. Applicants must indicate their willingness to join the Parent Council in person at the AGM or by writing to the Parent Council or the head teacher (as adviser to the Parent Council) at Balerno High School.

Parents may be invited to join the Parent Council in intermediate years where circumstances highlight a potential shortfall in parent members

If there are more applicants for appointment than places available, the Parent Forum (all parents, carers and / or legal guardians of pupils at Balerno High School) will be balloted to determine which applicants shall be appointed. Parents will be entitled to vote for as many applicants as there are vacancies. The education authority will normally supervise the ballot. In the event of any tied votes, lots shall be drawn to decide which applicant(s) should be appointed.

If at any time there are less than six parent members of the Parent Council, the Parent Council may co-opt members of the Parent Forum to increase the number of parent members. The parent members thus co-opted shall be appointed for the balance of the period of appointment. For example, if a parent member leaves the Parent Council before their period of appointment ends, the Parent Council may co-opt a member of the Parent Forum to serve for the balance of that period of appointment.

Immediately following the regular appointment of parent members every two years, the Parent Council shall choose from among their members who should be the office bearers for the following two years. The office bearers must include a chair, a vice-chair and a treasurer.

If any member of the Parent Council 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 members agree. Such termination of membership shall be confirmed in writing to the member concerned.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

FINANCE

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

NB. The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the Parent Council and whom everyone trusts.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

RELATIONSHIP WITH THE BALERNO HIGH SCHOOL PARENT TEACHER ASSOCIATION

Balerno High School Parent Teacher Association (the PTA) is a separately constituted body with charitable status and is separately accountable to parents. The PTA makes a valuable contribution to Balerno High School, including raising funds for the school and its pupils. The Parent Council shall not therefore itself undertake any fundraising activities, but will encourage and support the PTA and its work. To facilitate communication between the Parent Council and the PTA, the Parent Council shall invite the chair of the PTA, or his or her nominated representative, to be a member of the Parent Council.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary, providing the funds continue to be used for the advancement of education.

Approved at the Parent Council AGM, 25th September 2017 at Balerno High School