

## **ABOYNE ACADEMY PARENT COUNCIL**

### **CONSTITUTION**

This is the constitution for Aboyne Academy Parent Council.

#### **1. Aims and Objectives:**

The aims and objectives of the Parent Council are:

1.1 To work in partnership with the school and education authority to create a welcoming school which is inclusive for all pupils and parents/carers (the parent forum).

1.2 To promote contact and build positive relationships between the school, its pupils, all its parents/carers and the wider community.

1.3 To develop and engage in activities which support the education and welfare of the pupils.

1.4 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.

#### **2. Powers**

2.1 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.

#### **3. Membership:**

3.1 The membership will be a minimum of six parents/carers of children attending the school and shall ideally include at least one parent/carer from each of the year groups S1-S6.

3.2 The maximum size is twelve which should be drawn from different families.

3.3 The Aboyne Academy Head Teacher has a right and a duty to attend, or be represented, at all Parent Council meetings.

3.4 The Parent Council will co-opt 4 members of Aboyne Academy staff to represent staff views.

#### **4. Appointments and Length of Service:**

4.1 Parent Council members must be a parent/carer of a child attending Aboyne Academy. If the child ceases to be a pupil, the Parent Council member must stand down immediately.

4.2 In the event of a member leaving between AGMs, the Parent Council will seek a volunteer from the Parent Forum to be appointed at a Parent Council meeting to fill the position until the next AGM.

4.3 The Parent Council will have a Chair, Vice Chair, Secretary and Treasurer. They will be appointed annually at the AGM for a term of office of one year. The appointed officers will come from within the 12 Parent Council members.

4.4 Parent Council members who are not office bearers will also be appointed annually at the AGM through a call for volunteers whereby any parent/carer member of the Parent Forum can volunteer to be a member of the Parent Council.

4.5 In the event that the number of volunteers exceeds the number of places set out in the constitution members will be selected by a random draw (excluding pre-determined office bearers) set up to reflect the year group representation noted in 2.1 above.

4.6 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 Council.

4.7 There will be no limit on the length of time parent/carers can be members of the Parent Council, providing they are still the parent/carer of a child at the school.

4.8 The Parent Council may co-opt up to five members to assist it with carrying out its functions. This may include pupils, local councillors or any other person who in the opinion of the Parent Council is able to make a significant contribution to the work of the Parent Council. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

4.9 Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership. The Parent Council can choose to invite others to participate in its proceedings.

## **5. Operating guidelines:**

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

5.2 By agreeing to become a member of the Parent Council members should make every effort to attend meetings. Members failing to attend three consecutive meetings without reason/apologies will be deemed to have retired from the Parent Council.

5.3 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.

5.4 If 50% of the Parent Council or 15% 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 week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

5.5 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 will be confirmed in writing to the member.

5.6 Agendas will be available for each meeting and will be created in consultation with members of the Parent Council and the Head Teacher. Members of the Parent Forum wishing for items to be included should email the Chair one week prior to the meeting. The Chair has the final decision on whether items are included in the current agenda or referred to a later meeting.

5.7 Copies of the minutes of all meetings will be available to all parents of children at Aboyne Academy and to all teachers at the school. Copies will be available from the Secretary of the Parent Council, from the school office and on the school website.

5.8 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.

5.9 The Parent Council is accountable to the Parent Forum for Aboyne Academy and will make a report to it at least once each year on its activities on behalf of all the parents.

5.10 The quorum for Parent Council meetings shall be 6 parent members, plus either the Chair or Vice Chair.

## **6. The Annual Meeting:**

6.1 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 2 weeks in advance. Parents shall be given the opportunity to suggest items for the agenda.

6.2 The Annual meeting will include:

- an annual report from the Chair and Head Teacher
- a financial summary from the Treasurer
- formation of the new Parent Council through a call for volunteers
- discussion of issues that members of the Parent Forum have asked to be included in the agenda
- any other competent business

## **7. Finances:**

7.1 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.

7.2 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.

7.3 The Parent Council accounts will be independently examined prior to the AGM by an individual agreed at a meeting of the Parent Council who is not a member of the Parent council.

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

## **8. Confidentiality:**

8.1 Confidential or sensitive issues about individual pupils, families or teachers will not be discussed at Parent Council Meetings. Other issues, deemed to be confidential or sensitive, can be discussed and recorded by closed minutes which will be held by the Head Teacher.

8.2 The email address for the Parent Council will be administered by the Chairperson and delegated members of the Parent Council as agreed at Parent Council Meetings. Emails received of a confidential nature will be referred on to the Head Teacher.

8.3 Data held as part of the Parent Council's work will be held under appropriate GDPR (EU) 2016/679 guidance.

## **9. Changes to the Constitution:**

9.1 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 the proposal.

## **10. Dissolution:**

10.1 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.

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