

Peterhead Academy
Parent Council
Draft Constitution

- 1) This is the constitution for **Peterhead Academy Parent Council**.
- 2) The **objectives** of the Parent Council are:
 - To work in partnership with the school to create a welcoming school, which is inclusive for all parents.
 - To promote a partnership between the school, its pupils and all its parents and the wider community.
 - To develop and engage in activities which support the education, welfare and health of the pupils
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education, welfare and health of the pupils.
- 3) 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.
- 4) The membership will be a minimum of 10 members of the Parent Forum (to include a minimum of one from each year group). There will be no maximum number. Sub committees may be organised, to make groups more manageable. Any matters agreed on these sub committees will be reported back to the full Parent Council.
- 5) Any parent/carer of a child at the school can volunteer to be a member of the Parent Council.
- 6) The Parent Council may co-opt additional members to assist with carrying out its functions.
- 7) The Chair, Secretary, Treasurer and any other office bearers of the Parent Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be selected by the Parent Council on an annual basis (at the Annual General Meeting of the Parent Council) and eligible for re-election.
- 8) The Parent Council is accountable to the Parent Forum for Peterhead Academy and will make a report to it at least once a year, on its activities on behalf of all the parents. If 10% of 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. Members of the Parent Council will be given at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

- 9) 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 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.
Treasurers report.
- 10) The Parent Council will meet at least once every school term. 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. Any two members of the Parent Council can request that an additional meeting be held, and all members will be given two weeks' notice of the date, time and place of the meeting.
- 11) If a member of the Parent Council acts in any 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 the membership will be confirmed in writing to the member.
- 12) 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.
- 13) The Secretary shall be responsible for keeping accurate minutes of all meetings. Copies of the minutes will be available to parents/carers of children at Peterhead Academy and to all teachers at the school. Copies will be available from the school office. Abbreviated minutes will be posted on the school website.
- 14) Meetings of the Parent Council shall be open to all members of 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 Head Teacher, or his/her representative, can attend.
- 15) 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 two office bearers. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this at each Parent Council Meeting and a full account for the Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 16) 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 amendments and given reasonable time to respond to the proposal.
- 17) Should the Parent Council cease to exist, any remaining funds will be passed for the benefit of the school.