Parents as Partners in South Lanarkshire

Trinity High School

Parent Council Constitution

Trinity High School Parent Council Constitution

- Objectives of the Parent Council

- 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 partnership between the school, the community, pupils and all its parents.

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

    - 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.

- Membership of the Parent Council

- The membership will be a minimum of three parents of children attending the school.

    - The maximum size is 12.
    - The Parent Council will be, where possible, made up of one/two representatives from each year group.
    - Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election.

- Co-option

- A Parent Council may co-opt up to 4 members as agreed by the Parent Forum to assist it with

carrying out its functions. At least one of them must be a member of the Catholic Church.

- The number of parent members on the Parent Council must always be greater than co-opted members.

  Two thirds of the Parent Council will be made up of Parent Forum members and one third of the member ship will be reserved for other co-opted members including teaching and support staff in the school.

  The Parent Council will extend an invitation to the local councillor(s) to attend meetings but he/she will not be a formal representative of the Parent Council.

- Period of Tenure on Parent Forum

- The Parent Council will be selected for a period of 1 year.

- After which parents may put themselves forward for re-selection if they wish, provided their child is still at the school.

- Co-opted members will be invited to serve for a period of 1 year after which time the Parent Council will review and consider requirements for co-opted membership.

- Parents will have 4 weeks to select their representatives.

  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.

- Selection of Chair /Postholders

  The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

  Office bearers will be reselected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).

  Or

  If the Parent Forum decides to have a Chair:

  The Parent Council will be chaired by a parent of a child attending Trinity High School.

  Or

If the child ceases to be a pupil, the role of the Chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

- Reporting/Meeting Arrangements

- The Parent Council is accountable to the Parent Forum for Trinity High School and will make a report to it at least once each year on behalf of all parents.

- If at least 100 number / 10% 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 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

- The Annual Meeting will be held in June 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. 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
  - Approval of the accounts and appointment of the auditor

- The Parent Council will meet at least once in 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 of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

- 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 would be confirmed in writing by the Chair or designated representative to the member.

- Minutes/Procedures of Meetings

- Copies of the minutes of all meetings will be available to all parents of children at Trinity High School and to all teachers/staff at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.

- 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.

- Funds

- 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.

- 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.

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

- 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.

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.

A copy of the revised constitution must be sent to the local education authority along with a list of

Parent Council members.