

Banchory-Devenick School Parent Council Constitution

1. This is the constitution for Banchory-Devenick School Parent Council.
2. The purpose of the Parent Council is to advance education for the pupils of Banchory-Devenick School. This will be achieved by:
 - Working in partnership with the school to create a welcoming school, which is inclusive for all parents. The term “parents” is used to include all parents, guardians and carers of children who attend Banchory-Devenick School
 - Promoting partnership between the school, its pupils and all its parents
 - Developing and engaging in activities which support the education and welfare of the pupils
 - Identifying and representing the views of parents on the quality of education provided by the school and other matters affecting the education and welfare of the pupils
 - Participating in the appointment of senior staff
3. The membership will be a minimum of three parents of children attending the school.
4. The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. Any parents of a child at the school can volunteer to be a member of the Parent Council.
5. The number of parent members on the Parent Council must always be greater than co-opted members (teaching and support staff in the school). The head teacher of Banchory-Devenick School is not a member of Parent Council, but has a right and duty to attend or be represented at the Parent Council meetings.

6. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council at the Annual General Meeting. If an office bearer resigns, a new member will be elected at the next Parent Council meeting.

A parent of a child attending Banchory-Devenick School will chair the Parent Council. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

7. The Parent Council is accountable to the parents for Banchory-Devenick School and will make a report to it at least once each year on its activities on behalf of all the parents.

If 20% of parents 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 parents 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.

8. The Annual General Meeting will be held at the start of the new academic year. A notice of the meeting including date, time, and place will be sent to all parents at least two weeks in advance. The outgoing Chair will chair the meeting, which will include:

- a report on the work of the Parent Council
- selection of the new Parent Council
- discussion of issues that parents may wish to raise
- approval of the accounts and appointment of the independent review of the accounts

9. 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. Co-opted members and the head teacher or their representative are

not entitled to vote.

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 to the member.

10. Copies of the minutes of all meetings will be available to all parents of children at Banchory-Devenick School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council to the Parent Council and from the school office.

11. 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.

12. 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 General Meeting.

The person appointed at the previous Annual Meeting will review the Parent Council accounts. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

13. The Parent Council may change its constitution after obtaining a two-thirds majority consent from members. Parents will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

14. Should the Parent Council cease 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.