

Perth Academy Parent Council Constitution

1. AIMS

- to support the school's vision to be: Together, Engaged, Achieving and Motivated
- to work with the school in its values of Respect, Integrity, Safety and Equity
- to represent the views of all parents
- to encourage links between the school, parents, pupils and the wider community
- report back to all the parents in the school
- play a role in the appointment of the Headteacher and Senior Management Team
- support the school and pupils during school inspections.

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 all the parents/carers of pupils attending Perth Academy (the "School").
- 2.2 The Parent Council may delegate any of their powers to (a) committees which must comprise at least one member of the Parent Council and other persons who need not be a member of the Parent Council; or (b) any one or more of their own number in each case for such purpose and on such conditions as the Parent Council may prescribe from time to time.

3. APPOINTMENT AND MEMBERSHIP

- 3.1 The membership of the Parent Council consists of parents/carers of pupils attending the School who are willing to become members.
- 3.2 Any parent/carer of a pupil at the School can ask to be a member of the Parent Council.
- 3.3 Election of members to the Parent Council will generally take place at the Annual General Meeting ("AGM"). If Parents/carers wish to be considered for selection, they must put their names forward by email, by post or in person to the Chair of the Parent Council at least 7 days before the AGM .
- 3.4 In the event that the number of volunteers exceeds the number of vacancies on the Parent Council, members will be selected by a ballot. For the ballot, each parent/carer of a pupil attending the Academy and present at the AGM will be given one vote.
- 3.5 Notwithstanding the above, a parent/carer can also be elected by resolution of not less than 3 other Parent Council members in attendance at any Parent Council meeting.

3.6 The Headteacher of the School or their representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council.

3.7 The parent/carer membership of the Parent Council shall be a minimum of 3 and a maximum of 30 parents/carers.

3.8 Parents/carers shall always form the majority of the Parent Council.

3.9 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 – one vote as a Parent Council member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

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

3.11 A member of the Parent Council can be removed at an AGM or SGM by approval of two-thirds of the parents/carers of pupils attending the School present. All members of the Parent Council can refer to the Parent Council Member Guidelines for expected standards of conduct https://blogs.glowscotland.org.uk/re/public/barsailprimary/uploads/sites/2169/2019/08/E_M6_Guidelines_for_the_PC_or_PTA_Committee_Members_FINAL.pdf

4. GENERAL MEETINGS

4.1 The AGM of the Parent Council shall be held each academic year. The notice calling the AGM shall be sent to the parents/carers of pupils attending the School at least two weeks in advance. The notice will be sent by email.

4.2 The business of the AGM shall include:-

- a) a report on the work of the Parent Council and any of its committees;
- b) a report by the Headteacher;
- c) a report by the pupil representatives co-opted to the Parent Council;
- d) election of Office Bearers of the Parent Council; and
- e) any resolutions submitted by parents/carers of pupils attending the School.

4.3 At all general meetings the quorum shall consist of 3 parents/carers of pupils attending the School.

4.4 If 7 parents/carers of pupils attending the School request a Special General Meeting (SGM) to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. Requests for a SGM should be made, in writing, to the Parent Council Chair. The Parent Council shall give all parents/carers of pupils attending the School at least two weeks' notice of the SGM and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

5. ELECTION OF OFFICE BEARERS

5.1 The Office Bearers will be Chairperson, Vice Chairperson, Treasurer, and such others as may be required.

5.2 The Office Bearers will be elected by the Parent Council at the AGM by resolution of not less than 50% other Parent Council members in attendance at the meeting. Nominees must be a parent/carer at the school. Where there is more than one candidate for each position, the Office

Bearer will be elected by majority vote of the Parent Council members present. The Headteacher will chair the meeting of the Parent Council if no office bearers are elected.

5.3 The maximum continuous term of service as an Office Bearer on the Parent Council is 3 years. If required the Office Bearer can be reelected for the maximum of another 3 years.

5.4 Upon resignation of the Chair, the members of the Parent Council present at any meeting of the Parent Council shall elect a new Chair for the remaining term until the next AGM. The Headteacher shall chair the meeting until a new Chair is appointed.

5.5 The Clerk to the Parent Council can be an independent support role. Ideally, the Clerk should not be a member of the Parent Council and they will not have voting rights. However, a parent/carer of a pupil attending the School is not excluded from the role of Clerk.

5.6 The Clerk shall be responsible for keeping accurate minutes of all meetings. The minutes will include the names of the Parent Council members present and will be approved by the Chair of the meeting prior to being emailed to the parents/carers of pupils attending the School and available to anyone who asks.

6. CO-OPTED MEMBERS

6.1 The Parent Council may co-opt up to 9 persons to help carry out its functions at any time.

6.2 The Parent Council shall determine at the time of appointment whether the co-opted member has any voting rights.

6.3 The co-opted members shall retire at the AGM but may be co-opted for a further term or stand for election as a full member, if eligible.

7. MEETINGS OF THE PARENT COUNCIL

7.1 Meetings of the Parent Council shall be held at least five times a year including the AGM.

7.2 At all meetings of the Parent Council 3 Parent Council members with voting rights shall form a quorum. No valid decisions can be taken at a Parent Council meeting unless a quorum is present.

7.3 Meetings of the Parent Council shall be open to all parents/carers of pupils attending the School, 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 Headteacher, or their representative, can attend.

7.4 At least seven days' notice must be given of each meeting of the Parent Council, unless, not later than the start of the meeting, shorter notice has been approved by not less than 50% of Parent Council members in office at the date of the meeting.

8. CHANGES TO THE CONSTITUTION

8.1 Changes or additions to this constitution must be made at a Parent Council meeting. The proposed change shall be specified and be approved by no less than half of the Parent Council members.

9. DISSOLUTION

9.1 In the event that the Parent Council ceases to exist any remaining funds held by the Parent Council pass to the Local Education Authority to use for the benefit of the School.

10. OPERATION OF ACCOUNTS AND ACCOUNTING RECORDS

10.1 The Parent Council will determine the basis on which operations are conducted on the bank and building society accounts held by the Parent Council having due regard to security of funds.

10.2 Where the Parent Council uses electronic facilities for the operation of any bank or building society account, the authorizations required for operations on that account must be consistent with the arrangements made by the Parent Council under paragraph 10.1.

10.3 The Parent Council will ensure that proper accounting records are kept.

10.4 The Parent Council will prepare an annual report and statement of accounts to be presented at the AGM.

Please note, the definition of the term parent, as used in this constitution, is that provided by the Scottish Schools (Parental Involvement) Act 2006: "parent includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person".

Updated: September 2023