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## Portlethen Academy Parent Council Constitution

### 1) This is the constitution for Portlethen Academy Parent Council

#### *Definitions*

- a) In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*
- b) Parent Forum – all parents of children attending Portlethen Academy*
- c) Parent Council – a group of parents selected by members of the parent forum to represent all the parents of Portlethen Academy*

### 2) Aims and Objectives of the Parent Council

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils, parents and local community
- 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.

### 3) Membership

- The membership will be a minimum of 3 parents of children attending the school. The maximum size is 30 and does not include any co-opted members. The Head Teacher of the school, whilst not a member of the Parent Council, has the right and the duty to attend or to be represented at Parent Council meetings
- 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 the number of votes received during the voting process or the Parent Council will be made up of two representatives from each year group. 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 Parent Council
- The Parent Council may co-opt as many co-opted members as appropriate to assist it with carrying out its functions. Co-opted members will not vote on executive matters and will only be there in an advisory capacity. The Parent Council can choose to co-opt other members to participate in its proceedings. This may include pupils, local councillors and representatives of local organisations, school staff or any other person who in the opinion of the Parent Council can 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)
- The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period as appropriate after which time the Parent Council will review and consider requirements for co-opted membership.

- 4) Office bearers
- 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 or at the annual meeting of the Parent Forum
  - If the Chair cannot attend any meeting a nominated chair will be agreed for that meeting
  - If the child ceases to be a pupil, the role of the relevant Office Bearer will be filled by agreement of the Parent Council at the next meeting.
- 5) Accountability
- The Parent Council is accountable to the Parent Forum for Portlethen Academy and will make a report to it at least once each year on its activities on behalf of all the parents
  - If 100 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 date, time and place of the meeting and at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
- 6) Meetings
- The Annual Meeting will be held in September- November 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
  - The Parent Council will meet at least once in every school term. With a minimum of 3 parent members and the Head teacher or their representative in attendance
  - 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
  - Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of the Parent Council and the headteacher.
  - Items for the agenda should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting
  - 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, in attendance, agree. Termination of membership will be confirmed in writing to the member
  - Copies of the minutes will be circulated by email, posted on the website and available from the school office
  - Meetings of the Parent Council shall be open to any member of the Parent Forum, staff and pupils. 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.

#### 7) Treasurer

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

#### 8) Confidentiality

- The work of the Parent Council will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum
- Matters relating to issues of a confidential nature will not be recorded in an 'open' minute but will be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking
- Data held as part of a Parent Council's work should be held under appropriate GDPR (EU) 2016/679 guidance
- Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at Parent Council meetings.

#### 9) Constitution

- The Parent Council may change its constitution after approval from members of the Parent Forum. All members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. The proposal shall be accepted if a majority of those who respond within the given time agree that the constitution should be amended accordingly
- Should the Parent Council cease to exist, any remaining funds will be held for a further year, and, if the Parent Council has not reformed, it will then be passed to the education authority to be used for the benefit of the school (or schools), where this continues.

Signed and agreed by Portlethen Academy Parent Council

Acting Chair person: David Wilkins

Date: 28 October 2021

Secretary: Tracey Robinson

Date: 28 October 2021

Treasurer: Kerry Kidd

Date: 15 November 2021