

Tiree High School Parent Council

Constitution

This is the constitution for Tiree High School Parent Council. Where the term Parent is used in this constitution, this refers to all parent and carers of the children of Tiree High School, which includes Pre 5, Primary, and Secondary departments.

The objectives of the Parent Council are:

- a) To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers.
- b) To promote partnership between the school, its pupils and all its parents.
- c) To develop and engage in activities which support the education and welfare of the pupils.
- d) 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.

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

Membership

The membership will be a minimum of three and maximum twelve parents.

Any parent of a child at the school can volunteer to be a member of the Parent Council for a period of three years. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be picked at random from concealed selection of names. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups sent up by the Parent Council.

The Parent Council may co-opt members of the Parent Forum to assist it with carrying out its functions.

The Parent Council may also co-opt other individuals or groups from the community or external agencies to assist it with carrying out its functions.

Office Bearers

Office bearers will be Chair, Vice Chair, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council on an annual basis at the Annual General Meeting of the Parent Council.

General Meetings

The Parent Council will meet at least once in every school term.

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

The Annual General Meeting will be held in April 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) A report on the work of the Parent Council and its committee(s).
- b) The election of the new Parent Council.
- c) The election of office bearers.
- d) Discussion of issues that members of the Parent Forum may wish to raise.
- e) Treasurers Report.

The Head Teacher has a statutory duty and a right to attend all meetings, and if not available has the right to send a representative.

There will be allocated two additional places for teacher representatives. These places can be filled by staff members chosen from all teaching staff across all departments, and the representatives will have the same rights as normal members.

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 ten 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.

Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

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 the parent members agree. Termination of membership would be confirmed in writing to the member.

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

If the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis, only members of the Parent Council and the Head Teacher or his or her representative, can attend.

Finance

The Treasurer will open a bank 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 shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Changes to the Constitution

The Parent Council may change its constitution after obtaining consent from a majority of participating 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.

Dissolution

Should the Parent Council cease to exist, any remaining funds will be passed to Argyll and Bute Education Authority to be used for the benefit of the school (or schools), where this continues.