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**Hill of Banchory Parent Council Constitution**

**This is the Constitution for Hill of Banchory Parent Council as provided for in the Scottish Schools (Parental Involvement) Act 2006**

*Definitions*

1. *In this document the term “Parent” applies to parents, guardians and carers with parental rights and responsibilities.*
2. *In this document the term “School” includes the Hill of Banchory Nursery setting.*
3. *Parent Forum – all parents of children attending Hill of Banchory School*
4. *Parent Council – a group of parents selected by members of the parent*

*forum to represent all the parents of Hill of Banchory School*

**1.AIMS AND OBJECTIVES**

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils and parents.
2. To promote collaborative working between parents, families and the school
3. Develop ways to actively engage parents to support children’s education, the welfare of the pupils and improve their outcomes
4. To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.

**2. MEMBERSHIP**

1. Hill of Banchory parents from the parent forum shall be elected to form a Parent Council ranging from 6-12 members.
2. Parents shall always form the majority of the Parent Council.
3. Any parent of a child at the school can volunteer to be a member of the Parent Council and all parents can take part in the selection of Parent Council members at the AGM in September every year.
4. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by number of votes received or the Parent Council will be made up of two representatives from each year group.
5. The result of the elected members of the Parent Council shall be minuted at the AGM.
6. They shall be elected for a one-year term and be eligible for re-election. In the event of a tie either lots will be drawn, or names drawn from a hat.
7. The Parent Council may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions (see Section 3 Co-opted members).
8. The Parent Council may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks. The Hill of Banchory PTA is a subgroup of the Parent Council (see Appendix 1 for the Terms of Reference).

**3.CO-OPTED MEMBERS**

1. The Parent Council may co-opt up to 2 persons to help carry out its functions.
2. Co-opted members can be drawn from school staff on a voluntary basis and the wider community. The co-opted members will serve for one year after which time the Parent Council will review and consider requirements for co-opted membership.
3. Co-opted member(s) will not have voting rights on the Parent Council.

**4. OFFICE BEARERS**

1. Office bearers will be elected by members of the Parent Council and can be: Chair, Depute Chair, Treasurer, Secretary, Communications Co-Ordinator and such others as may be deemed necessary.
2. The Parent Council will be chaired by a parent of a child attending Hill of Banchory school. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
3. Other office bearers will be elected by the Parent Council at the first meeting after the AGM. They shall be elected for a one-year term and be eligible for re-election.

Each office bearer shall be a parent of a child attending Hill of Banchory School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next Parent Council meeting**.**

**5. TREASURER**

1. The treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the treasurer and one other office bearer.
2. 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 AGM. The parent council accounts will be audited.
3. The parent council shall be responsible for ensuring that all monies are used in accordance with the objectives of the parent council.
4. Should the parent council cease to exist, any remaining funds will be used for the benefit of Hill of Banchory School.

**6. TERMINATION OF MEMBERSHIP**

1. If a member of the Parent Council acts in a way that is considered by fifty percent of the parent council members to undermine the objectives of the Parent Council their position as a member of the parent council shall be terminated after an EGM with only Parent Council members invited is held to vote on such.
2. Termination of office shall be confirmed in writing to the member.

**7. MEETINGS**

1. The Parent Council will meet at least once in every school term.
2. The quorum for each meeting will be 3 voting members, one of which will be the Chair or Depute Chair.
3. Any member of the Parent Forum may attend meetings of the Parent Council.
4. The Head teacher has a right and a duty to attend meetings or be represented by another member of staff*.* The head teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.
5. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.
6. Should fifty percent of the Parent Council or Forum request that an additional meeting be held, all members of the Parent Council/Forum will give reasonable notice of date, time and place of meeting.
7. 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.
8. 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.
9. The secretary shall be responsible for taking accurate minutes of all meetings.
10. Copies of the agenda and minutes of meetings will be available to all parents of children at Hill of Banchory from the Secretary of the Parent Council, from the school office and/or school website. Parent Councils may choose to set up their own website/Facebook page but this should not be the only method of communicating with parents.

**8.ANNUAL GENERAL MEETING (AGM)**

1. The AGM will be held annually in September to allow engagement with new Parent Forum members
2. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum.
3. The meeting will include:
   1. A report on the work of the parent council.
   2. A report on the work of any sub-groups.
   3. A report on the accounts.
   4. Discussion of issues that members of the council may wish to raise as intimated in the notice of the meeting.
   5. Approval of the accounts and appointment of the auditor.
   6. Election of new members of Parent Council.
4. Parents will have 2 weeks to select their representatives before the AGM is held.

**9 EGM**

1. An **Extraordinary General Meeting** (**EGM**) is usually called on short notice and deals with an urgent matter.
2. An extraordinary general meeting can be called by a Parent Council member (if approved by the majority of voting Parent Council members.)

**10 CONFIDENTIALITY**

1. 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.
2. 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.
3. Data held as part of a Parent Council’s work should be held under appropriate GDPR (EU) 2016/679 guidance
4. Matters relating to individual teachers, children and parents will NOT be the subject of discussion at Parent Council meetings.

**11 CONSTITUTION**

1. The constitution may be changed after discussion at a Parent Council meeting and obtaining consent from two-thirds of the members of the Parent Council present at a meeting.
2. The Parent Forum will then be sent a copy of any proposed amendments and given 2 weeks to respond to the proposed changes before any further action is taken.
3. The revised constitution then must be formally proposed and seconded at an AGM or EGM. All parents at the meeting may vote.

**12 DISSOLUTION**

Dissolution In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.

**Appendix 1**

Hill of Banchory Primary School Parent Teacher Association ‘PTA’ – which is a Sub Group of the Parent Council.

**Aims**

1. To facilitate and organise educational ad social activities to proactively raise funds in support the school in providing educational resources and activities for pupils attending the school and nursery.
2. To work alongside the Parent Council to promote close co-operation and communication between Parents and Staff.
3. To support the Parent Council in hearing matters of mutual interest relating to the education and welfare of the pupils.

**Powers**

The PTA 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 its members.

**Members**

The membership of the PTA consists of Parents/Carers of children attending Hill of Banchory Primary School and School Staff and anyone co-opted in by the Committee to assist ‘**T**he Members’.

**PTA Membership**

The PTA Sub Group runs the PTA on behalf of its all its members.  
Members of the Sub Group shall be appointed at or after the Parent Council AGM. They shall be elected for a **2-year term**

**and be eligible for re-election.**

The Office Bearers will be Chairperson, Treasurer and Secretary, and such others as may be required. The Office Bearers will be elected by the Committee at the AGM Meeting, or other meetings where necessary. They shall be elected as an Office Bearer for a 2-year term and will be eligible for re-election as an Office Bearer for one further 2 year term. They may continue to serve as Sub Group members after they vacate the position.

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The Sub Group may co-opt persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but will be eligible to be co-opted for a further term.

Each member of the Sub Group 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, and The Chairpersons’ casting vote shall only be used in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and will make these available to any member upon request.

A member of the Sub Group failing to attend 3 consecutive meetings without reason/apologies may be deemed to have retired from the Committee.

Inappropriate behaviour will result in membership being terminated with immediate effect.

**Meetings**

Meetings of the sub group shall be held as required. At all meetings of the Sub Group, there must be at least 5 members, and at **least 2 of these must be Office Bearers** in order to form a Quorum.

All Sub Group meetings shall be open and any Member may attend, although they may not have voting rights.

The Sub Group hall have the power to appoint committee members and/or volunteers when needs arise through out the year of office. They can appoint sub-committees who may in turn co-opt members if necessary.

**Finance**

The funds of the PTA shall be lodged in a Bank, Building Society or other account in the name of the School & PTA.

Cheques shall be drawn or withdrawals made against the signatures of at least 2 named named Sub group members. Cheques cannot be signed by the person/s receiving the cheque.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance by **31st July each year**, before the Parent Council AGM Meeting and shall be reviewed by an independent examiner appointed at the previous AGM by the members.

The Sub Group shall be responsible for ensuring that all property/money received by/for the PTA shall be applied for the aims of the PTA and the benefit of the School and its pupils.