

GLENIFFER HIGH SCHOOL PARENT COUNCIL CONSTITUTION

Please note that throughout the constitution the term 'parents' also stands for carers and guardians.

This is the constitution for Gleniffer High School Parent Council.

Objectives

1. The objectives of the Parent Council are:
 - # In partnership with the School, work at creating a welcoming and inclusive environment for all parents
 - # To promote partnership between the School, its pupils, all its parents and the wider community
 - # To develop, encourage and engage in activities that support the education and welfare of the pupils
 - # To represent the views of the parents regarding the education provided by the School, that have been identified as affecting the education and welfare of the pupils.

Membership

2. The Parent Council will have a minimum membership of 5 parents of children attending the School. The maximum membership will be 25, of whom 16 will be parents of pupils attending the School, and 9 co-opted members. The Head Teacher will attend in an advisory capacity.
3. Any parent of a pupil 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 open ballot.
4. Anyone unsuccessful in the open ballot may be offered the opportunity to be a member of any sub groups set up by the Parent Council.
5. Parent Council members will be selected for a period of up to 2 years, after which members may put themselves for re-selection if they wish, as long as they still have a child at the School.
6. A parent member must stand down if he or she no longer has a child attending the School. The Parent Council must then seek a new volunteer to join the Council. If the search identifies more willing parents than the membership maximum allows, the selection will be made by open ballot. The Parent Council will promote membership and participation by parents in the Council by inviting potential volunteers to attend Council meetings and by offering mentoring support to new members.
7. If a Parent Council member acts in a way that is considered by the other members to undermine the Parent Council objectives, then their position can be terminated by a majority vote. Termination of membership will then be confirmed in writing by the Chairperson.
8. Parent Council members are expected to attend a minimum of 50% of meetings. Failure to meet this commitment could result in the member being asked if they wish to continue as a member of the Parent Council. Lack of regular attendance could ultimately result in their

position being terminated by a majority vote. If members are unable to attend any meeting then they should submit apologies in advance.

Co-options and Sub Groups

9. The Parent Council may co-opt up to 9 members within the upper limit of 25 members to assist it in carrying out its functions. Two of the 9 co-opted places are reserved in perpetuity for Gleniffer High School teaching staff, two places are reserved in perpetuity for the head boy and head girl or their deputies, and one place is reserved in perpetuity for a member of the PTA committee. The remaining places may be offered to other teaching and support staff, local Councillors, community groups, business people or any others whose co-option would best serve the interests of the Parent Council and Gleniffer High School.
10. The offering of a co-opted position must be approved by the majority of Parent Council members. Co-opted members will be invited to serve for one year, unless the Parent Council considers and agrees to offer an invitation for two years.
11. The Parent Council may set up sub groups whose membership must include at least one member of the Parent Council in addition to other members co-opted from the Parent Forum, the school community and the wider community. Sub groups will last as long as required to carry out their tasks and will be reviewed annually. The Parent Council members of sub groups will be responsible for liaison with the Parent Council.

Office Bearers

12. The Parent Council office bearers will include a Chairperson, a Vice-chairperson, Secretary and Treasurer. Office bearers will be selected by the Parent Council at the AGM immediately following the ballot for new members and will be reselected annually. The Chairperson will be a parent member; however, if their child ceases to be a pupil a new Chairperson will be selected at the next meeting. If the Chairperson and Vice-chairperson are unable to attend a meeting, the Parent Council will select a parent member to deputise.
13. The Parent Council may appoint a Clerk.
14. The Parent Council may appoint a Communications Officer.

Meetings

15. The Parent Council will normally meet monthly with a minimum of two meetings per school term.
16. The quorum for meetings will be one third of the parent members, subject to a minimum of 3 members, of whom at least one must be an office bearer.
17. Should a vote be necessary to make a decision, each parent member will have one vote and the Chairperson will have a casting vote in the event of a tie. Co-opted members will not have voting rights.
18. Any 3 parent 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 the date, time, place and reason for the meeting.
19. Copies of the minutes and agendas of all meetings will be available to all parents of pupils at the School and to all teachers at the School. Copies will be available from the Secretary to

the Parent Council, and from the School Office. Minutes and agendas will also be posted on the School website.

20. Parent Council meetings will be open for the public to attend as 'observers', unless the issues being discussed are deemed to be confidential. In these circumstances only Parent Council members and the Head Teacher (or his/her representative) can attend.
21. The Parent Forum can request a Special General Meeting of the Parent Council when they wish to discuss issues falling within the Parent Council's remit. In order to request such a meeting 30 members or 33% of the Parent Forum, (whichever is the lesser), will submit the request in writing to the chairperson of the Parent Council, for this issue to be discussed at the next Parent Council meeting. The Parent Council will then issue notice of the date of the Special General Meeting to the Parent forum and all interested parties, giving at least 2 weeks' notice.

Reporting, Accountability and Financial Arrangements

22. The Parent Council is accountable to the Parent Forum for the School and will make a report to it at least once each term through Gleniffer High School website and newsletter on its activities on behalf of all the parents.
23. The Parent Council will hold an Annual Meeting in Autumn each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum 3 weeks in advance. The meeting will include
 - # overview of activities
 - # selection of the new Parent Council members
 - # discussion of issues that members of the Parent Forum may wish to raise
 - # approval of the accounts and appointment of the independent examiner
24. The Treasurer of the Parent Council 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 2 Parent Council members, one of whom should normally be the Treasurer. Four signatories will be authorised by the Parent Council and specimen signatures submitted to the bank with the Parent Council minute confirming authorisation. There will not be more than one signatory from the same family.
25. 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 Parent Council accounts will be independently examined by the person appointed at the previous Annual General Meeting.
26. The Parent Council may raise funds other than by borrowing, and may apply for and receive grants and gifts, to support the education and welfare of the pupils.
27. The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
28. Should the Parent Council cease to exist, any remaining funds will be ringfenced to stay within Gleniffer High School or passed directly to the School to be used for the benefit of Gleniffer High School. If the School is amalgamating or closing, the funds will be passed to the school or schools which the pupils will attend in future.

Amendments to the Constitution

29. The constitution will be subject to review at least once every five years to ensure the Parent Council continues to function as effectively as possible.

30. The Parent Council may change its constitution only after obtaining consent from the majority of members of the Parent Forum present at a specially convened Extraordinary General Meeting. Members of the Parent Forum will be sent a copy of the proposed amendment and given reasonable time to consider the proposal.

24.05.2012