



MELDRUM ACADEMY PARENT COUNCIL CONSTITUTION

This is the Meldrum Academy Parent Council constitution.

The Parent Council is set up in accordance with the provision of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council and which is more fully explained in the Guidance to the Act. This constitution should be interpreted in conjunction with the Act and the Guidance with the understanding that where there is conflict it is the provisions of the Act that will take precedence.

Throughout this document the term Parent shall be taken to mean parent, carer or guardian.

AIM AND PURPOSE

The objectives of the Parent Council are:

- To work in partnership with the Academy to create a welcoming school that is inclusive for all parents
- To promote partnership between the Academy, its pupils, parents and the local community
- To develop and engage in activities which support the education and welfare of the pupils at the Academy.
- To identify and represent the views of parents on the quality of education provided by the Academy and other matters affecting the education and welfare of the pupils
- To participate in the appointment of senior promoted staff at the Academy

MEMBERSHIP

All parents of pupils at the Academy are automatically members of the Parent Forum and have the right to attend Parent Council meetings and vote at any meeting. The membership of the Parent Council shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the Academy may volunteer to be a member of the Parent Council. The Head Teacher of the Academy, whilst not a member of the Parent Council has a right and a duty to attend or be represented at the Parent Council meetings.

As a minimum there shall be four parents of children attending Meldrum Academy with a target of 12 parents to form a core Parent Council.

All those who volunteer (even if in excess of 12) to join the Parent Council shall automatically be appointed. Vacancies to reach the target figure of 12 may be filled at any time after the Annual Meeting should further volunteers come forward.

Parent Council members will serve for the period up to the next Annual Meeting after which they may put themselves forward to serve again if they wish.

Any member of the Parent Forum not on the Council may be part of any sub-groups set up by the Parent Council.

The Parent Council may co-opt non-parent members to assist it with carrying out its function. Best endeavours will be made to ensure that co-opted members include teaching staff from the Academy, local councillors and members of the local community. Non teaching staff and senior pupils representatives may also be co-opted if deemed appropriate by the Council.

Co-opted members will be invited to serve for the period until the next Annual Meeting after which time the Parent Council will review and consider requirements for co-opted membership.

OFFICE BEARERS

At the first meeting of the Parent Council following its formation, Parent Council members will appoint a Chair, Vice Chair, PTA sub group liaison representative and Treasurer. All office bearers must be members of the Parent Forum. A paid Clerk shall be employed by the Council to minute and organise meetings.

Office bearers will be re-selected by the Parent Council on an annual basis at its first meeting following the Annual Meeting of the Parent Council.

ANNUAL MEETING

The Parent Council is accountable to the Parent Forum of Meldrum Academy and will make a report to it at least once each year on the activities it has carried out on behalf of all the parents.

This shall be done at an Annual Meeting, which shall be held in June of each year.

A notice of the meeting including time, date, and place will be sent out at least two weeks in advance of the meeting. The notice will be sent to all members of the Parent Forum and all Meldrum cluster primary schools' P7 parents who will become members of the Parent Forum in the next academic year.

The meeting will include:

1. An annual report on the work of the Parent Council and its committee(s)
2. Selection of the new Parent Council
3. Identification of issues that members of the Parent Forum may wish the Parent Council to pursue
4. Approval of the accounts and appointment of the auditor

The meeting will be chaired by the outgoing Parent Council Chair.

VOTING

In the event of a vote being required on any issue at any meeting all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie. Co-opted members will not be entitled to vote.

GENERAL MEETINGS

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

To be quorate a minimum of 4 parent members of the Council must be present at the meeting.

Should a vote be necessary to make a decision, each parent member will have one vote, with the chair having a casting vote in the event of a tie.

MINUTES OF MEETINGS

Copies of the minutes of all Parent Council meetings will be available to all parents of children at Meldrum Academy, and to all teachers at the Academy. Copies will be available from the Clerk to the Parent Council and from the Academy office and website.

PARENT COUNCIL FINANCES

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 audited by the auditor appointed at the previous Annual Meeting.

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

TERMINATION OF MEMBERSHIP

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 Council members agree. Termination of membership will be confirmed in writing to the member.

CHANGING THE CONSTITUTION

The Parent Council may change its constitution after obtaining consent 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.

DISSOLUTION OF THE PARENT COUNCIL

Should the Parent Council cease to exist, any remaining funds will be passed to the Academy to be used for the benefit of the pupils, where this continues.