

## CONSTITUTION

### **1. Title**

The association shall be known as **Johnstone High School Parent Council**.

### **2. Objectives**

- a) To promote partnership between the school, its pupils and all its parents.
- b) To develop and engage in activities which support the education and welfare of the pupils.
- c) 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.
- d) To work in partnership with the school to create a welcoming school, inclusive for all parents.
- e) To assist in the provision of outdoor and indoor activities such as outings, cultural events and educational equipment for the pupils encouraging parent participation where possible.

### **3. Powers**

- a) Take out membership of organisations whose activities and interests are compatible with the objectives of the Parent Council.
- b) Investigate and make applications to trusts and grant giving bodies.
- c) Raise funds and invite and receive contributions by ways of subscriptions and donations. The association shall not undertake permanent trading activities in raising funds except by means of a company established for that purpose.
- d) The Parent Council may change its constitution after obtaining consent from a majority of the parent members of the Parent Council. Members of the Parent Council will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

### **4. Membership**

The membership will be a minimum of three parents of children attending the school. The maximum size is 20.

The Parent Council will be selected for a period of two years, including post holders after which they may put themselves forward for re-selection if they wish, if they have a child at the school.

Parent Council members are expected to attend a minimum of 50% of meetings within the year. Failure to meet this commitment or missing 3 Parent council meetings consecutively 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 of the remainder of the parent members of the Parent Council. If members are unable to attend any meeting, then they should submit apologies in advance.

The Parent Council may co-opt up to 4 members within the upper limit of 20 members to assist it in carrying out its functions. 3 of the 4 co-opted places are reserved in perpetuity for 1 x Johnstone High School Depute Head, 1 x Education Support Manager and 1 x teaching staff. The remaining place 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 Johnstone High School.

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 a shorter or longer period up to two years.

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

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 agree. Termination of membership would be confirmed in writing to the member. The individual member concerned has the right to reply before any final decision is taken.

#### **5. Management Committee**

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 on an annual basis (at the annual general meeting).

The Parent Council will be chaired by a parent of a child attending Johnstone High School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council is accountable to the wider school community of Johnstone High and will make a report to it at least once each year on its activities on behalf of all the parents.

If 5% of members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. One request per family can be made. 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.

An Annual General Meeting will be held. 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)** selection of the new Parent Council, including current members who wish to remain on the Parent Council and new members, and the selection and/or reselection of office bearers.
- c)** discussion of issues that members of the Parent Forum may wish to raise

**b)** selection of the new Parent Council, including current members who wish to remain on the Parent Council and new members, and the selection and/or reselection of office bearers.

**c)** discussion of issues that members of the Parent Forum may wish to raise

**d)** approval of the accounts and appointment of the auditor.

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.

Should the Parent Council cease to exist, any remaining funds will be passed to a similar community group. If the decision is confirmed by two-thirds majority of those present and entitled to vote, the management committee shall have power to dispose of any assets held by or on behalf of the association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other charitable or organisations having similar aims and objectives.

Original: September 2015

Revised: September 2016

February 2017

Signed by Office Bearers

Chairperson

*Diane Spence*

Secretary

*[Signature]*

Treasurer

*g.l williams.*

## **Appendix**

Any parents of a child at the school can volunteer to be a member of the Parent Council. If the number of volunteers exceeds the number of places set out in the constitution, members will be selected based on the aim to represent a balanced spread of parents covering each of our 7 associated primary schools. 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 Council.

At the start of each new school session, a new Parent Council waiting list will be formed if the number of parents wishing to join the Parent Council exceeds the number of places set out in the constitution. Parents interested in joining the Parent Council should complete the appropriate form in your child's data pack which is issued in August. Current parents on the waiting list, who wish to continue to be on it, should also complete the form.

If spaces become available on the Parent Council before the Annual Meeting then these spaces will be offered first to the eligible parents who asked to join the Parent Council at the previous Annual Meeting, if they still have a child at the school in the forthcoming year. Where possible the Head Teacher will attend Parent Council meetings. The HT will give a report on issues relating to school business. The Head Teacher is not a member of the Parent Council and does not have a right to vote, however they can advise the Parent Council.

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

Meetings of the Parent Council shall be open to the public, 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.