



Hawick High School Parent Council

Constitution

(Draft 2.4) September 2018

DEFINITIONS

Parent Council is the body that represents Parents of pupils at Hawick High School (Scottish Schools Parental Involvement Act 2006). The Parent Council is established by the Parent Forum and is accountable to it.

Parent Forum is the collective name given to all Parents of pupils enrolled in Hawick High School.

Parents: The Scottish Schools Parental Involvement Act states that when it refers to 'Parents' it encompasses all adults designated as responsible for children of school age. This includes Parents, Carers, Grandparents and Guardians as appropriate. All references to Parents in this document should be understood in these terms.

AIMS

The Aims of the Parent Council are:

- to work in partnership with the School to create a welcoming school for all
- to promote close co-operation and communication between Parents and Teachers
- to identify and represent the views of the Parents on matters relating to the education and welfare of the pupils
- to develop and engage in activities which support and advance the education and welfare of the pupils

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the Aims but always remembering that their purpose is to represent the views of the Parents.

MEMBERSHIP

The membership of the Parent Council will consist of all Parents of pupils attending Hawick High School attending the meetings.

GENERAL MEETINGS

The Annual General Meeting shall be held in the first term of each session. The notice calling the meeting, including date, time and place, will be sent to each member of the Parent Forum at least 2 weeks in advance and be publicised in the local media.

The business shall include:

- a report on the work of the Parent Council
- approval of the Accounts and appointment of an Independent Examiner
- any resolutions submitted by Parents
- election of officers to serve the Parent Council

At all General Meetings voting shall be on the basis of one vote per Parent present at the meeting.

The Quorum at General Meetings shall be 10 members of the Parent Forum.

The Officers or 40 members of the Parent Forum shall have the power to call an Extraordinary General Meeting.

PARENT COUNCIL MEMBERSHIP

Officers of the Parent Council shall be appointed at the AGM. They shall be appointed for a term of **one year** and will be eligible for re-election.

Any Parent of a child at the school can become an officer of the Parent Council.

The **office bearers** shall be Chair, Vice-Chair, Secretary and Treasurer. The office bearers will be elected at the AGM. Casual vacancies between AGMs can be filled by co-option by the remaining officers.

The Parent Council **must** be chaired by a Parent of a child attending Hawick High School. If the child ceases to be a pupil, the Vice-Chair will fill the role until a new Chair is agreed at the next Parent Council Meeting.

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

The Parent Council may appoint a Clerk (who will be paid a remuneration from Parent Council funds).

The Parent Council may co-opt up to seven non-parent members to help carry out its functions, including teaching and support staff and community representatives. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Parents will always form the majority of members of the Parent Council.

The **Headteacher**, or his/her representative, has a right and a duty to attend meetings of the Parent Council in an advisory (non-voting) capacity.

Voting—Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have both a deliberative and casting vote. The Chair's casting vote shall be used only in the event of a tie.

MEETINGS

Meetings of the Parent Council shall be held as required, at least once in each school term. At all meetings of the Parent Council five Parents, at least two of whom are Office Bearers, shall form a quorum. All Parents will be given at least one week's notice of the date, time and place of the meeting.

All Parent Council meetings shall be open and any Parent may attend.

Any member of the Parent Forum, who wishes to raise an issue, should contact an Office Bearer of the Parent Council. Issues raised will appear on the agenda of the Parent Council, the Parent is encouraged to attend the meeting to discuss their views.

FINANCE

The funds of the Parent Council will be lodged in a bank or building society account in the name of the Parent Council for all parent council funds. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

The **Treasurer** shall be responsible for keeping accurate records of the financial transactions of the Parent Council. 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 books shall be brought to balance and the accounts shall be reviewed by an independent examiner before the Annual General Meeting.

The elected officers shall be responsible for ensuring that all property and money received by the Parent Council shall be used for the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of Parents present.

DISSOLUTION

In the event of the Parent Council being dissolved, a decision should be made about how the remaining funds will be used prior to dissolution or they should be passed to the local authority for the benefit of the pupils in the school.