

CONSTITUTION

(Approved at Parent Council AGM 21 September 2021)

The Scottish Schools (Parental Involvement) Act 2006 states that every school in Scotland has a Parent Forum, which consists of all the parents/carers who have a child at the school. The Blackhall Primary School Parent Forum has chosen to establish a Parent Council and this document sets out the aims of the Parent Council, how it will be operate and how it will deliver its aims.

1. **NAME**

Blackhall Primary School Parent Council (formerly known as Blackhall School Council)

2. **AIMS**

2.1 The main aim of the Parent Council is to represent all parents/carers, to help the school community be successful and to support improvement.

2.2 In particular the Parent Council aims:

- a) to promote close co-operation and communication between parents/carers and school staff
- b) to actively promote and support the involvement of parents/carers (capturing the unique and varied skills, interests, knowledge, and experience they can offer) for the benefit of the school and in the education and welfare of pupils
- c) to support the Headteacher in the development of school policies and priorities ensuring that the views of the Parent Forum are taken into account as part of that process
- d) to seek the views of the Parent Forum and to represent them in a fair and inclusive way
- e) to promote contact and build positive relationships between the school, senior management team, staff, parents/carers, pupils, cluster and neighbourhood schools, providers of nursery education, the wider community, former pupils, the City of Edinburgh Council, the Scottish Government and other bodies and interested parties as appropriate
- f) to report to and communicate effectively with the Parent Forum
- g) to be involved in the appointment of the Headteacher and other senior appointments as required
- h) to be involved in school inspections and the development of the School Improvement Plan and Standards & Quality Reports
- i) to take an active interest in the continuous improvement and development of the school campus and buildings

3. **POWERS**

3.1 The Parent Council will have the power to do anything considered by them to be in furtherance of the aims, whilst remembering that they are there to represent the views of the Parent Forum.

4. **PARENT COUNCIL MEMBERSHIP**

4.1 Members of the Parent Council require to be members of the Parent Forum and will be appointed at the Annual General Meeting. They will be elected for a one year term and be eligible for re-election.

4.2 The Parent Council will comprise the following roles:

- Office Bearers:
 - Chair
 - Vice Chair
 - Secretary (optional if a Clerk is also appointed)
 - Treasurer
- Parent Forum representatives for each year group (who should have child in the year group they represent)
- Parent Forum representatives for specific situations as agreed by the Parent Council (e.g. Additional Support Needs, composite classes)
- Parent Council representative to the Parent Staff Association (PSA) (this can be a member of the PSA)

4.3 The Parent Council may co-opt up to three additional persons who are not members of the Parent Forum to help carry out its functions at any time. The co-opted members will retire at the AGM but will be eligible to be co-opted for a further term.

4.4 The following will have the right to attend all Parent Council meetings (but will not be 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 consultation with the Headteacher, any other member of school staff who can contribute to the work of Parent Council
- The City of Edinburgh Council councillors for the ward in which the school is located

4.5 The Parent Council may choose to appoint a Clerk. The person appointed will handle administration (e.g. minutes, notices of meetings, correspondence, book-keeping) for the Parent Council. The position is paid. The Clerk is not a member of the Parent Council and has no voting rights (but may be a parent/carer and therefore have rights as a member of the Parent Forum).

4.6 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.

4.7 If any member of the Parent Council acts in a way that is considered by one or more members of the Parent Forum to undermine the objectives of the Parent Council or brings its work into disrepute, a complaint can be raised with the Parent Council. After due consideration, the members may decide to terminate the individual's membership of the Parent Council if a majority of members at a quorate meeting vote to uphold the complaint. If necessary, officers from the City of Edinburgh Council may be invited to participate in mediation and/or in an appeal process.

5. ELECTION OF MEMBERS

5.1 The Parent Council and Parent Forum should promote equality and fairness in their activities and recognise the diversity in the school community when making nominations for and the election of the Parent Council office bearers and representatives. The Parent Forum should consider such factors as the commitment, skills, and the aptitude of the person being nominated.

5.2 Nominations for members of the Parent Council should be requested from the Parent Forum prior to the Annual General Meeting and should be submitted to the Chair at least one week before the meeting.

5.3 The Chair should indicate to the Parent Forum which members of the Parent Council are willing to stand for re-election, but that does not prevent another member of the Parent Forum also being nominated to fill a particular role.

5.4 Where there is more than one nominee for any role, an election will take place at the Annual General Meeting by secret ballot (or by an alternative means, such as a show of hands, if a majority of those present at the meeting agree) and such votes will be collated by the office bearers.

5.5 In votes for an office bearer role, each member of the Parent Forum present at the Annual General Meeting will have one vote. The nominee should not be involved in the collation of the votes for the role they are standing for.

5.6 In votes for a year group representative, each of the parents/carers with children in that year group and present at the Annual General Meeting will have one vote.

5.7 Where a vacancy arises between Annual General Meetings, the Parent Council can co-opt any member of the Parent Forum to fill the vacancy until the next Annual General Meeting.

6. PARENT COUNCIL MEETINGS

6.1 The Parent Council will meet at least once per term. At least seven days' notice of meetings must be given to all members and those with the right to attend. At all meetings of the Parent Council the quorum will consist of five members of the Parent Forum, at least one of whom will be an office bearer. If the Chair is unable to attend a meeting, the Vice Chair (or another office bearer if the Vice Chair is also unable to attend) will act as Chair.

6.2 Meetings are open to all Parent Forum members to attend. The Parent Council may also invite others (e.g. a representative of a local community group) to attend meetings where they can contribute to items on the agenda. The Chair will reserve the right to hold specified agenda items in private for confidentiality reasons and in such circumstances only members may be present.

6.3 Each member of the Parent Council (including co-opted members) will have one vote and resolutions will be passed by a simple majority vote of those present. The Chair will have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair. The Chair's casting vote will be used only in the event of a tie.

6.4 The secretary (or clerk if appointed) will be responsible for keeping accurate minutes of all meetings and will make these available upon request to any member of the Parent Forum.

7. GENERAL MEETINGS

7.1 The Annual General Meeting will be held in June each year before the end of the school session.

7.2 The business will include:

- a) annual reports from the Chair and the Headteacher
- b) approval of the accounts
- c) any resolutions submitted by the Parent Forum
- d) the appointment and election of members to serve on the Parent Council
- e) consideration of any other competent business

7.3 The Parent Council, or fifty members of the Parent Forum, will have the power to call an Extraordinary General Meeting.

7.4 The notice calling a general meeting will be sent to all members of the Parent Forum at least fourteen days in advance. At all general meetings the quorum will consist of fifteen members of the Parent Forum, at least two of whom will be a member of the Parent Council. Voting will be on the basis of one vote per member of the Parent Forum present at the meeting.

7.5 The secretary (or clerk if appointed) will be responsible for keeping accurate minutes of all general meetings and will make these available upon request to any member of the Parent Forum.

8. FINANCE

8.1 The funds of the Parent Council will be lodged in a bank, building society or other account in the name of the Parent Council. Cheques will be drawn and payments and withdrawals made against the signatures of at least two named Parent Council members.

8.2 The Treasurer will be responsible for keeping accurate records of the financial transactions of the Parent Council. Accounting and audit procedures will comply with the City of Edinburgh Council requirements.

8.3 The Parent Council will ensure that all monies received by it will be used to further its aims and the exercise of its responsibilities.

9. CHANGES TO THE CONSTITUTION

9.1 Changes or additions to the Constitution must be made at an Annual General Meeting, or an Extraordinary General Meeting called for that purpose. The proposed change will be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10. DISSOLUTION

10.1 In the event that the Parent Council ceases to exist any remaining funds will pass to the Local Education Authority to use for the benefit of the school.