

## **Leith Academy Parent Council Constitution (Draft)**

1. This is the constitution for Leith Academy Parent Council.
  
2. The objectives of the Parent Council are:
  - To work in partnership with the school to ensure inclusion of parents, pupils, staff and the wider community.
  - To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
  - To engage more parents in the life and work of the school, in order to influence direction and policy.
  - To develop and engage in activities (eg debates, events, fund raising) which support the education and welfare of the pupils.
  - To enable parents to share ideas, interests and skills for the benefit of the school.
  
3. The Parent Council will be responsible for maintaining membership levels. This will be a minimum of 4 parents/maximum of 10 parents attending the school.
  
4. Any parents of a child at the school can volunteer to be a member of the Parent Council, ideally for 2 years. In the event that the number of volunteers exceeds the number of places set out in the constitution, a democratic election will take place, involving the wider parent body. The Parent Council will ideally be made up of 2 representatives from each year group.

In addition, there will be opportunities for any parent to be part of action/interest groups set up by the Council. Such groups would exist for specific purposes and generally be short term.
  
5. The Parent Council may co-opt up to 8 members to assist it with carrying out its functions. For example, 2 staff, 2 pupils, chaplain, councillor, community staff etc. The number of parent members on the School Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of one year and this must be reviewed annually.
  
6. The Chair, Vice Chair, Secretary (where appointed) and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. All office bearers will normally be elected for 2 years, with the possibility of a further 2 years' extension (maximum). The Parent Council will be chaired by a parent of a child attending Leith Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Council will normally employ a Clerk to administer Council business.

7. The Parent Council is accountable to the Leith Academy parents and will make a report to them at least once each year on its activities on behalf of all the parents. All parents will be invited to an Annual Meeting, which will allow them to review the work of the Council, plan ahead and agree priorities.
8. The Annual Meeting will be held in February of each year. A notice of the meeting including date, time and place will be sent to all parents at least 2 weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and its committee(s)
  - Ratification of any provisional changes to the Constitution
  - Discussion of issues that parents may wish to raise
  - Approval of the accounts and appointment of the auditor (if required)
9. The Parent Council will meet at least 6 times a year.

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. (NB voting is not usual). Additional meetings may be held, if it is generally agreed as necessary.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Council, their membership of the Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

10. Copies of the minutes of all meetings will be available to all parents of children at Leith Academy and to all teachers at the school. Copies will be available from the Clerk of the Parent Council and from the school office. Such information will also be available on the website.
11. Meetings of the Parent Council shall be open to all members of the school community, unless the Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Council and the Headteacher, or his or her representative, can attend. Anyone wishing to address the Council may do so by prior arrangement with the Chair.
12. The Treasurer will open a bank or building society account in the name of the Parent Council for all funds. Withdrawals will require the signature of the Treasurer and one other Parent Council office bearer.

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 Council.

The Council will be responsible for ensuring that adequate levels of insurance are in place, as appropriate to activities undertaken.

13. The Parent Council may propose a change in its constitution after discussion and majority agreement. Parents will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal. Any such changes will be provisional and ratified at the Annual Meeting. Changes rejected by the parent body will immediately be rescinded.
  
14. Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school.