

# Stranraer Academy Parent Council Constitution

This is the constitution for Stranraer Academy Parent Council

1. The objectives of the Parent Council are:
  - To work in partnership with the school and community to create a welcoming school which is inclusive for all parents/carers/carers.
  - To promote partnership between the school, its pupils and all its parents/carers/carers.
  - To develop and engage in activities which support the education and welfare of the pupils.
  - To identify and represent the views of parents/carers/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
2. The membership will be a minimum of 11 parents/carers/carers of children attending the school. The maximum size is 21, two thirds of which should be parents/carers of children attending the school. The council meeting will be quorum if 7 members are present at least 4 of which must be a parent.
3. The Parent Council will be selected for a period of up to 3 years (as long as they still have a child attending the school). Members may put themselves forward for re-selection if they wish as long as they continue to have a child at the school.
4. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names out of a hat. 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. Parents/carers will have 2 weeks to select their representatives.
5. The Parent Council may co-opt up to 7 members to assist in carrying out its functions. This will comprise of 2 students representing the Student Council, the Head Teacher, 2 members of school staff (at least one of whom must be a teacher) and 2 co-opted members of the Parent Council's choice. Members representing the Student Council and school staff will be volunteers. They will be selected in the same way as Parent Council members.
6. Co-opted members will be invited to serve for a period of up to 3 years the same as parent members, after which time the Parent

Council will review and consider requirements for co-opted membership.

7. If the Parent Council choose to set up subgroups, they should each involve at least one member of the Parent Council. Other members of the Parent Forum and school community may be co-opted to sub groups. Sub groups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members on the sub group will be responsible for liaison with the Parent Council.
8. The Chair and other office bearers of the Parent 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. The Parent Council will be chaired by a parent of a child attending Stranraer Academy. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
9. The Parent Council is accountable to the Parent Forum for Stranraer Academy and will make a report to it at least once each year on its activities on behalf of all the parents/carers.
10. If 30 people or 33% (whichever is the lesser) member of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. 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.
11. The annual meeting will be held in the Spring of each year. 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 report on the work of the Parent Council and its committee(s).
  - Selection of the new Parent Council as needed.
  - Discussion of issues that members of the Parent Forum may wish to raise.
  - Approval of the accounts and appointment of the school board auditor.
12. The Parent Council will meet at least once in every school term.
13. 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.
14. 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 would be confirmed in writing to the member.

15. Copies of the minutes of all meetings will be available to all parents/carers of children at Stranraer Academy and to all teachers at the school, in the school library and Stranraer library.
16. 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, the Head Teacher, or his or her representative, and anyone specifically invited to the meeting such as the Director of Education and Community Services can attend.
17. 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.
18. 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.
19. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
20. The Parent Council may change its constitution after obtaining majority consent from participating members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
21. 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. If the school is closing or amalgamating the funds will be passed to the schools which pupils will attend.