



# MINTLAW ACADEMY PARENT COUNCIL

20/11/07

## **1 This is the constitution of Mintlaw Academy Parent Council**

### **2 Objectives**

- The objectives of the Parent Council are:
- To work in partnership with the school to create a welcoming school which is inclusive for all parents.
- To promote partnership between the school, its pupils and all its parents and wider community.
- To develop and engage in activities which support the education, health and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education, health and welfare of the pupils.
- To constitute sub-groups as and when required to support the school in appropriate activities.

### **3 Membership**

- 3.1 The parent membership of the Parent Council will be drawn from the parent forum, consisting of all parents and carers of Mintlaw Academy pupils.
- 3.2 The membership of the Council will consist of a minimum of 5 and a maximum of 9 parents of children attending the school.
- 3.3 Parent members will serve for a period of 2 years, after which they may put themselves forward for re-election if they wish.
- 3.4 Any parents 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 ballot.
- 3.5 The Parent Council may co-opt up to 6 other non-parent members, chosen from school staff, pupils or the wider community, to assist it with carrying out its functions.

- 3.6 The number of parent members must always exceed the number of co-opted members.
- 3.7 Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.
- 3.8 Parent members must resign from the Council forthwith if they no longer have a child at the school.
- 3.9 The Headteacher or his/her representative, has a right and a duty to attend Council meetings.

#### **4 Office Bearers**

- 4.1 From the Parent Council members, a Chairperson and Treasurer will be appointed. In addition, a Secretary may be appointed. The Council may employ the services of a clerk who is not a Council member.
- 4.2 The office bearers will be appointed at the first Council meeting after the Annual General Meeting.
- 4.3 The Council will be chaired by a parent member of a child at school. If the child ceases to be a pupil, a new Chairperson will be agreed at the next Council meeting.
- 4.4 Office bearers will be selected by the Parent Council on an annual basis. Office bearers may stand for re-election.

#### **5 Reporting and Accountability**

- 5.1 The Parent Council is accountable to the Parent Forum for Mintlaw Academy and will make a report to it once a year on its activities on behalf of the parents.
- 5.2 If, having raised an issue with the Parent Council and being dissatisfied with the outcome, 20 or more members 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.
- 5.3 An Annual General Meeting will be held each year in September.
- 5.4 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.
- 5.5 The business of the annual meeting will include:
  - A report on the work of the Parent Council.
  - Approval of the accounts.
  - Selection of new Council members as required.
  - Discussion of issues that members of the Parent Forum may wish to raise.

## **6 Conduct of the Parent Council**

- 6.1 The Parent Council will meet at least once per school term.
- 6.2 The quorum for a Council meeting shall be 4 parent members plus one co-opted member.
- 6.3 Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie.
- 6.4 Any 3 members of the Parent Council, two of whom must be parents, can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of date, time, place and agenda item(s) for discussion.
- 6.5 If a Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member. Termination of membership of the Parent Council will not affect membership of the Parent Forum.”
- 6.6 Copies of the minutes of all meetings will be available to all parents of children at Mintlaw Academy and to all school staff.
- 6.7 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 Council members and the Headteacher, or his/her representative, can attend. For the avoidance of doubt, it shall not be competent for the Parent Council to discuss issues of a personal nature concerning individual school pupils or members of school staff.
- 6.8 Members of the public will only be able to address the meeting if invited to do so.

## **7 Finance**

- 7.1 The Treasurer will open and maintain a bank account in the name of the Mintlaw Academy Parent Council for all Council funds. Withdrawals will require the signatures of two from the three bank signatories, namely the Treasurer, Chairperson and Rector.
- 7.2 The Treasurer will keep an accurate record of all financial transactions and will provide a summary of this for each Parent Council meeting and a full account at the Annual Meeting.
- 7.3 The Parent Council will appoint an independent auditor for the accounts at the Annual General Meeting in September.
- 7.4 The Parent Council accounts will be audited before the Annual Meeting.
- 7.5 The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 7.6 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.

## **8 Constitution**

- 8.1 The Parent Council may change its constitution at the Annual General Meeting subject to the approval of the Education Authority. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposal.