

Mintlaw Academy Parent Council

This is the Constitution of Mintlaw Academy Parent Council

1. Aims and Objectives

1. To work in partnership with the school to create a welcoming learning environment which is inclusive for all parents, carers and pupils.
2. To promote partnership between the school, its pupils and all its parents and wider community.
3. To develop and engage in activities which support the education, health and welfare of the pupils and improve their outcomes.
4. 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.
5. To constitute sub-groups as and when required to support the school in appropriate activities.

2. Membership

1. A maximum of 15 parents from the parent forum shall be elected to form a parent council. The parent forum is all parents and carers of children attending Mintlaw Academy.
2. Parents must always form the majority of the parent council.
3. Any parent of a child at the school can volunteer to be a member of the parent council.
4. In the event that the number of volunteers exceeds the number of places set out in the constitution members will be selected by ballot.
5. The result of the elected members of the parent council shall be announced at the AGM.
6. Parent members will serve for a period of 2 years after which they may put themselves forward for re-election.
7. The parent council may co-opt up to 6 non-parent members, chosen from school staff, pupils or the wider community to assist with the carrying out of its functions.
8. The number of parent members must always exceed the number of co-opted members.
9. Co-opted members will be invited to serve for a period of 1 year after which time the parent council will review its requirement for co-opted members. Co-opted members will have no voting rights on the parent council.
10. The parent council may form sub-groups by inviting members of the forum to carry out specific roles and tasks.
11. Parent members must resign from the parent council if they no longer have a child at the school.
12. The head teacher or representative has a right and duty to attend parent council meetings or be represented by another member of staff. The head teacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the parent council.

3. Office Bearers

1. From the parent council members a Chairperson, secretary and treasurer will be appointed.
2. The office bearers will be appointed at the first council meeting after the AGM.
3. Each office bearer will be the parent of a child attending the school. If the child ceases to be a pupil a new chairperson will be agreed at the next council meeting.

4. Treasurer

1. The treasurer will be responsible for opening and maintaining a bank account. Withdrawals will require the signature of the treasurer and one other office bearer.
2. The treasurer will keep an accurate record of all financial transactions and will provide a summary at each parent council meeting and a full account at the AGM. The parent council accounts shall be audited.
3. The parent council shall be responsible for ensuring that all monies are used in accordance with the objectives of the parent council.
4. Should the parent council cease to exist , any remaining funds will be used for the benefit of Mintlaw Academy.

5. Meetings

1. The parent council will meet once every school term.
2. The quorum for each meeting will be 4, one of which will be the chair or secretary.
3. A member of the parent council failing to attend 3 consecutive meetings without reason or apologies may be deemed to have retired from the parent council.
4. Should 50% of the parent council request that an additional meeting be held, all members of the parent council will be given reasonable notice of the date, time and place of the meeting.
5. Items for the agenda shall be submitted to the secretary or chair at least 1 week before the meeting. The chair will have the final say on whether items are included or deferred until the next meeting.
6. The secretary is responsible for taking accurate minutes of all meetings.
7. Copies of the agenda and minutes of the meetings will be available to all parents from the school website and the secretary.

6. Reporting and accountability.

1. The parent council is accountable to the parent forum of Mintlaw Academy and will make a report to it once a year at the AGM.

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2. If, having raised an issue with the parent council and being dissatisfied with the outcome, 20 or more members of the parent forum may request a special meeting to discuss matters falling within the parent council's remit. The parent council will organise this and give 2 weeks notice of the meeting along with matters to be discussed at said meeting.

7. AGM

1. An Annual General Meeting will be held each year in September.
2. A notice of the meeting will be sent to all members of the parent forum at least 2 weeks in advance.
3. The business of the AGM will include :
 - a) A report on the work of the parent council
 - b) Approval of the accounts and appointment of an auditor
 - c) Discussion of any matters the parent forum may wish to raise
 - d) A report on the work of any sub-groups
 - e) Announcement of new members of the parent council, selection of which should have been offered by text during August/September.
4. Parents will have 2 weeks to select their representatives before the AGM is held.

8. EGM

1. An Extraordinary General Meeting is usually called on short notice and deals with an urgent matter.
2. An EGM can be called by a parent council meeting.

9. Confidentiality

1. The word of the parent council will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting be closed to the parent forum.
2. Matters relating to issues of a confidential nature will not be recorded in an open minute but will be recorded and retained in a closed minute by the chairperson and head teacher and should carry an appropriate protective marking.
3. Data held as part of a parent council's work should be held under appropriate GDPR (EU) 2016/679 Guidance.
4. Matters relating to individual teachers, children, parents and school issues shall not be the subject of discussion at parent council meetings.

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10. Constitution

1. The Constitution may be changed after discussion at a parent council meeting and obtaining consent from two-thirds of the members of the parent council present at a meeting.
2. The parent forum will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

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