

# Kirkintilloch High School Parent Council



## Constitution

### Kirkintilloch High School Parent Council - Constitution

- This is the constitution for the Parent Council of Kirkintilloch High School.
- The Parent Council will be known as Kirkintilloch High School Parent Council (*the Council*).
- In this document, the words *'Parent Forum'* mean the parents and carers of children attending Kirkintilloch High School, and the words *'Parent Members'* mean members of the Parent Forum who are Members of the Council. The word *'Members'* means, collectively, the Parent Members, Staff Members and Co-Opted Members of the Council. The words *'the school'* means Kirkintilloch High School.

#### 1. Objectives of the Council

- 1.1. The Council will work in partnership with the school, its pupils, parents, the local community and East Dunbartonshire Council to help every pupil maximise their potential, and to protect and promote the reputation of the school.

Specifically, the Council will:

- 1.2. Operate in such a way that it is accessible to, and inclusive of, all members of the Parent Forum, so that all such members are encouraged to interact with the Council and to participate in its activities;
- 1.3. Identify and represent the views of the Parent Forum on the education provided by the school and other matters affecting the education and welfare of all pupils;
- 1.4. Develop and engage in activities that target best practice in the education and welfare of all pupils;
- 1.5. Where appropriate, take a lead and/or support the school in discussions with East Dunbartonshire Council, Education Scotland and the Scottish Government; and
- 1.6. Communicate with the Parent Forum on its activities.

- 1.7. In line with East Dunbartonshire Council policy, Parent Council members will be involved in the recruitment of senior school staff (Head Teacher and Deputy Head Teacher positions). Only members who have completed an appropriate training course may sit on a recruitment panel.
- 1.8. The Council will not become involved in matters where formal procedures already exist for dealing with such matters or which are more appropriately dealt with through other means, in particular, issues relating to individual pupils.
- 1.9 The Chair or Vice Chair, and/or their appointed delegate will attend the Parent Council Forum meetings hosted by East Dunbartonshire Council.

## **2. Membership and Quorum**

- 2.1. The parent membership of the Council will be a minimum of four and a maximum of 18 members of the Parent Forum. Any member of the Parent Forum may volunteer to be a Member of the Council.
- 2.2 Members will serve for a period of two years, after which they may be considered for re-election if they so wish.
- 2.2. There will be up to 3 Staff Members of the council selected from among the staff of the school. Staff Members will be nominated by the staff body and will represent the views of all of the staff of the school. Staff members will be selected for a period of two years after which they may be considered for re-selection if they so wish.
- 2.3. The Head Teacher will attend Council meetings in an advisory capacity.
- 2.4. The quorum for the Council will be the greater of either two Parent Members and one Staff Member or one third of the total number of Members.
- 2.5. The Council may invite any such persons as may be required to its meetings to assist it in its activities, including pupils of the school.
- 2.6. The Council may establish any such committees or working-groups, either permanent or short-lived, as it sees fit in order to

assist in its work. Membership of such groups or committees must consist of at least one Parent Member, who will act as Chair of that committee or working-group, together with any other persons invited to join by the Council.

## **3. Co-opted Members**

- 3.1. The Council may co-opt further Members (Co-Opted Members) to assist it with carrying out its functions.
- 3.2. Co-opted members can be members of teaching/support staff. They can be members of the local community for example, councillors, business people, church leaders etc.
- 3.3. Co-opted members are not required to be members of the Parent Forum.
- 3.4. Co-opted members will serve for a maximum of two years after which they may be considered for re-selection if they so wish.
- 3.5. Co-opted members will have an advisory role, will not have any voting rights and do not make up part of the Quorum.
- 3.6. The number of parent members must always be greater than the number of co-opted members.

## **4. Office Bearers and Responsibilities of Members**

- 4.1. The Office Bearers of the Council will be the Chair, Vice Chair and Clerk. Office Bearers will be selected by Members at any Council Meeting, via a process of nomination and seconding.
- 4.2. A deputy for each of the Office Bearers may be agreed by the Council.
- 4.3. The Chair *must* be a Parent Member. The Vice Chair *should* be a Parent Member.
- 4.4. Office Bearers will be selected for a period of two years after which they may put themselves forward for re-selection if they so wish.
- 4.5. A Parent Member of the Council will be responsible for representing the views of parents and carers of children and for

acting, where appropriate, as a point of contact for the Pupil Council members.

- 4.6.** A Member will be responsible for representing the views of parents or carers of children with additional support needs.

### **5. Removal from membership**

- 5.1** Any member can resign their membership at any time, without need to give notice or reason.
- 5.2** A member can be removed from membership by a majority vote taken at any council meeting.
- 5.3** Any member who fails to attend three consecutive Parent Council meetings, without notice, will be deemed to have lapsed in their membership. The member will be contacted and asked if they wish to continue their membership. At the next possible Parent Council meeting the remaining members will together decide the membership status of the lapsed member.
- 5.4** Any member who brings the school into disrepute, or who does not hold to the aims and objectives of the council, can be removed from membership by a simple majority vote of the other members at a council meeting.

### **6. Accountability and Governance**

- 6.1.** The Council is accountable to the Parent Forum and will make a report to it at least once each year on its activities.
- 6.2.** All members of the Parent Forum and of the staff of the school may attend Council meetings and may request, via the Chair and with no less than 2 weeks notice, that an item be added to the agenda and discussed at a Council meeting.
- 6.3.** Discussion at a Council meeting must relate only to agreed agenda items. Any member of the Parent Forum may participate in a discussion on an agenda item.
- 6.4.** Meetings of the Council will be of a maximum duration of two hours. If any agenda items have not been addressed in this time,

these will be carried forward and included in the agenda of the next meeting.

- 6.5.** The Council will meet at least six times in any academic year and at least once in any academic term.
- 6.6.** An additional meeting of the Council may be held if a majority of Members agree that such a meeting is required, and all Members will be given at least one week's notice of date, time and place of the meeting.
- 6.7.** An AGM will be held in the Autumn term of each year. A notice of the AGM including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The AGM agenda will include:
- a report on the work of the Council and its committees;
  - an invitation to Members of the Parent Forum and of the school staff to volunteer as Members of the Council and to appoint such volunteers as Members of the new Council in accordance with this constitution; and
  - appointment of Office Bearers.
- 6.8.** Prospective Co-Opted Members may be nominated by any Member at any time and if a majority of Members agree, such prospective Co-Opted Members will be appointed to the Council, and will serve on the Council.
- 6.9.** Should any Member wish to leave the Council, this should be done by notifying the Chair in writing and the remaining Members may, at any time, appoint a replacement Member.
- 6.10.** Should a vote be necessary to make a decision at any meeting of the Council, each Member at the meeting will have one vote, with the Chair having an additional casting vote in the event of a tie.
- 6.11.** Copies of the agenda and minutes of all meetings will be made publicly available.
- 6.12.** Where the Council is discussing an issue which it considers to be confidential, only Members of the Council, the Head Teacher, or his or her representative, and any other persons invited by the

Council may attend that part of the meeting at which such an issue is being discussed.

**6.13.** The Council may change its constitution after obtaining consent from the majority of members of the Parent Council. Members of the Parent Forum will be sent a copy of any proposed amendment and given 2 weeks to respond to the amendments.

## **7. Finance & Administration**

**7.1.** The School Office will handle the Council's Budget Stream and the Clerk will report on the state of the account at each meeting.

**7.2** The Parent Council's funds must be used only for the purpose of running the council, and the undertaking of its objectives.

**Kirkintilloch High School  
Parent Council**

**[www.khs-pc.org.uk](http://www.khs-pc.org.uk)  
[info@khs-pc.org.uk](mailto:info@khs-pc.org.uk)**

**@khs\_pc**