



Broughton High School Parent Council Constitution

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Introduction

1. The organisation will be known as Broughton High School Parent Council (“the Parent Council”).
2. The Parent Council is accountable to the Broughton High School Parent Forum (“the Parent Forum”) and will make a report to the Parent Forum on its activities on behalf of all the parents and carers, at least once per year.

Objectives

3. The objectives of the Parent Council are:
 - a. To develop and engage in activities which support the education and welfare of pupils.
 - b. To work in partnership with the school to create a welcoming school, which is inclusive for all pupils, parents, and carers.
 - c. To promote and support the school values.
 - d. To promote a positive partnership between the school, its pupils, all parents and carers, and the wider community.
 - e. To encourage and support regular and effective communication between the school and all members of the Parent Forum.
 - f. To identify and represent the views of parents and carers on the education provided by the school and other matters affective the education and welfare of pupils.
 - g. To assist in the educational management of the school, including involvement in the appointment of senior staff.
 - h. To raise funds to support pupils.

Membership

4. The Parent Council will comprise a minimum of five parents or carers of children attending the school. There shall be no more than thirty Parent Members, with no more than five from each year group; where more than one child from the same

family unit attends the school, the Parent Member may elect to represent the year group of any of these children.

5. Subject to the above limits, any parent or carer of a child attending the school may volunteer at any time to become a Parent Member of the Parent Council, for a minimum period which ends at the next Annual General Meeting (AGM) of the Parent Forum. In the event that the number of volunteers from any year group exceeds the number of places available, Parent Members will be selected by drawing lots under the supervision of the Head Teacher or their nominated representative; any volunteer not selected to be a Parent Member may be offered the opportunity to participate in any of the sub-groups set up by the Parent Council or be co-opted as non-voting members of the Parent Council.
6. The Parent Council will appoint a Chair, Vice-Chair and Treasurer from the Parent Members to serve for a minimum period, which ends at the next Annual General Meeting of the Parent Forum. No person may hold more than one of these posts concurrently. Each must be proposed and seconded by Parent Members and where more than one nomination is made, the appointment is decided by voting.
7. The Chair, Vice-Chair, and Treasurer require to be appointed (or re-appointed) at each Annual General Meeting.
8. Where a post of Chair, Vice-Chair, or Treasurer becomes vacant between Annual General Meetings, the existing Parent Members of the parent Council may appoint a replacement by the above process.
9. The Parent Council will have the authority to employ a Clerk to the Parent Council, with appropriate expenses being recovered from the City of Edinburgh Council.
10. The Head Teacher has a right and a duty to attend, or be represented at, all meetings of the Parent Council.
11. The Parent Council may co-opt up to ten additional non-voting members to serve for an agreed period to assist it with carrying out its functions. These members may represent bodies including, but not limited to school staff, school pupils, local Councillors, local Police, local Community Councils, or local community residents' or trade organisations.
12. All members of the Parent Council, including the Chair, Vice-Chair, and Treasurer, shall stand down from the Parent Council at the third Annual General Meeting following their initial appointment, though they are free to volunteer to continue

serving on an annual basis, as long as places remain available and subject to the agreement of the other members of the Parent Council.

13. If any Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, they shall be invited to discuss their actions with the Parent Council and their membership of the Parent Council may be terminated if the majority of the Parent Members agree. Termination of membership would be confirmed in writing to the member.

Structure

14. The Parent Council may establish Sub-Groups to deal with specific issues on behalf of the Parent Council. Examples include, but are not limited to:
 - a. Educational management of the school
 - b. Fund-raising
 - c. Communication
15. All Sub-Groups will be chaired by a member of the Parent Council, who must report on the activities of the Sub-Group to each meeting of the Parent Council.
16. The Parent Council may delegate authority for certain matters to Sub-Groups of the Parent Council, subject to the provisions for decision-making and financial management set out below.

Meetings

17. The Parent Council will meet at least once in every school term.
18. Meetings of the Parent Council shall be open to the public (as well as all member of the Parent Forum), unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher (or his or her representative) can attend.
19. Any three members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of the date, time, and place of the meeting.
20. Minutes will be recorded at all meetings of the Parent Council, with copies being published and made available through the school office within four weeks of the meeting taking place. Detail of confidential matters may be omitted from the openly

published minutes.

21. The Annual Meeting of the Parent Forum will be held within the first five weeks of the first term of each academic year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
 - a. A report on the work of the Parent Council and its Sub-Groups.
 - b. A report by the Head Teacher on school performance and development plans.
 - c. Selection of new members of the Parent Council.
 - d. Appointment or re-appointment of a Chair, Vice-Chair, and Treasurer.
 - e. Arrangements for the post of Clerk to the Parent Council.
 - f. Review of the structure and membership of Sub-Groups of the Parent Council.
 - g. Discussion of issues that members of the Parent Forum may wish to raise.
 - h. Approval of the accounts and appointment of an Auditor.

22. If fifty members or 10% of the Parent Forum (whichever is less) should make a written request for a Special General Meeting of the Parent Forum to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this within four weeks. The Parent Council shall give all members of the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

Decision Making

23. Changes to the constitution can only be made at Annual Meetings of Special Meetings of the Parent Forum.

24. At meetings of the Parent Council, each Parent Member will have one vote, with the Chair having a casting vote in the event of a tie. Co-opted members of the Parent Council are not entitled to vote.

25. At Annual Meetings or Special Meetings of the Parent Forum, each member of the Parent Forum will have one vote, with the Chair of the Parent Council having a casting vote in the event of a tie.

26. All votes will be decided by a simple majority, with the exception of decisions relating to proposed constitutional change, which will require a two-thirds majority.
 - a. In order to ensure that best practice for financial governance is maintained, all decisions of a financial nature (e.g. withdrawals or disbursements) require

the approval of a majority of the office-bearers (i.e. Chair, Vice-Chair, Treasurer, and Clerk).

27. Decisions on behalf of the Parent Council can only be taken at meetings where at least five Parent Members are present, with the exception of decisions relating to proposed constitutional change, which will require at least eight Parent Members to be present.
 - a. Decisions of a financial nature can be taken between meetings of the Parent Council if, in the opinion of the office bearers, the decision cannot wait until the next Parent Council meeting. Any such decisions will be subject to the requirement specified in clause 26a and must be recorded and reported at the next Parent Council meeting.
28. A minimum of twelve members of the Parent Forum, including at least five Parent Members of the Parent Council, must attend Annual Meetings and Special Meetings of the Parent Forum.

Financial Management

29. Parent Council funds will be held in bank or building society accounts in the name of the Parent Council, which will be operated by the Treasurer on behalf of the Parent Council. Withdrawals will require the signature or electronic approval of at least two of the signatories on the account. Signatories on the account will include at least 3 of the office-bearers (see clause 26a) and will be maintained from time-to-time as the office-bearers change. The Treasurer has the authority to maintain a small cash sum, not exceeding £50, outwith these accounts.
30. 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.
31. The Parent Council shall be responsible for ensuring that all funds are used in accordance with the objectives of the Parent Council.

Dissolution

32. Should the Parent Council cease to operate, any remaining funds will be passed to the City of Edinburgh Council, to be used for the benefit of Broughton High School or

its successor.

Agreed by members of the Broughton High School Parent Forum on 30th August 2017.