

Bishopbriggs Academy Parent Council Constitution

1. Introduction

This is the constitution of the Parent Council of Bishopbriggs Academy, East Dunbartonshire Council as established under the *Scottish Schools (Parental Involvement) Act 2006*. The constitution outlines the manner in which, parents¹ of pupils at Bishopbriggs Academy, wish their business to be conducted and how their views are represented. The constitution is a binding agreement that the Parent Council shall adhere to.

2. Aim and Objectives

The aim of the Parent Council shall be; to continually enhance and promote the standards and quality of the education of the children in the school, through partnership and involvement that will lead to the development of children to their fullest potential².

The objectives of the Parent Council shall be to:

- I. Promote parental involvement in their child's learning;
- II. Promote partnership between the authority, the school, its pupils, its parents and the community of the school;
- III. Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils;
- IV. Communicate regularly with parents and other stakeholders where appropriate, via minutes, newsletters, the website etc.
- V. Develop and engage in activities that support national and local initiatives and that are relevant to the education and welfare of pupils;
- VI. Work in partnership to create a welcoming school, which is inclusive for pupils, staff, parents and the community and
- VII. Support and co-operate with the PTA of Bishopbriggs Academy.

3. Membership and Quorum

Membership of the Parent Council shall be open to parents, staff and co-opted members. Pupils will be invited to contribute their views to the Parent Council through a representative but will not have membership rights. The Parent Council shall consist of no less than 6 members and no more than 15 members. Parent members should be always be in the majority at a meeting of the Parent Council. Where possible the Parent Council shall comprise of:

- I. A minimum of five and a maximum of twelve parents;

¹ The constitution uses the word 'parent' as defined by the Children (Scotland) Act 1995 (s1(3)) e.g. any person who has parental responsibilities in relation to care for a child or young person. This could include non-resident parents; carers; foster carers, relatives, friends with supervision responsibility or close siblings/grandparents of children who are not looked after under home care arrangements.

² See Standards in Scotland's Schools etc. (Scotland) Act 2000 (s2); Ambitious Excellent Schools 2004; National Priorities in Education (December 2000) and Scottish Schools (Parental Involvement) Act 2006 (s1, s2, s3 and s8).

- II. Three members of staff; ideally this will be two teaching and one non-teaching representatives;
- III. Two members may be co-opted from the community of the school and
- IV. The Head Teacher, who has a right and a duty to attend, will act as the Adviser to the Parent Council on educational matters but is not a voting member of the Parent Council. If the Head Teacher cannot attend the Parent Council, he/she must appoint a representative to attend on their behalf. The nominated representative shall then act as Adviser to the Parent Council.

Once a member of the Parent Council no longer has children at Bishopbriggs Academy then they shall cease to be eligible to be a parent member and demit their term of office. They shall however, then be able to serve as a co-opted member, should the Parent Council desire that.

The quorum of the Parent Council shall be one third of its total membership. If a quorum is not present after 15 minutes of the appointed meeting time then the meeting shall be adjourned and no business shall be discussed.

4. Nomination and Selection of Members

Any member of the Parent Forum has the right to nominate a parent member for the Parent Council as long as that parent member has given their consent to nomination. Any nomination will require another parent member to second the nomination. If the number of nominations equals or is less than the number of parent vacancies, then the nominees will be declared as members of the new Parent Council.

If there are more nominations than vacancies, then all nominations will be sent to all members of the Parent Forum via a schoolbag drop. Nominees may place a supporting statement of not more than 250 words on the school website if they wish and a paper copy will be available on request from the School Office. Ballot papers will be issued and should be returned to the school office. The maximum number of votes a parent can cast shall be no more than the number of vacancies on the Parent Council. Where a tie exists, the Head Teacher will preside over a draw between the nominees, in their presence. Where there are more staff candidates than places the Head Teacher will conduct an election. A call for nominations will take place in August. An election, if required, will take at the AGM in October.

The Parent Council will have the right to co-opt two members from the community to join the Parent Council.

Membership of the Parent Council shall be for two years and every year one half of the parent and staff membership shall retire in order to provide continuity. They may stand for re-selection, if they wish. Co-opted membership shall be decided annually at the Parent Council's first meeting of the academic year.

All members of the Parent Council will be obliged to undergo a Disclosure Scotland check.

5. Office Bearers

The Parent Council shall elect annually, at its first meeting of the academic year, the following office bearers:

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- I. Chair (who must be a parent member) and
- II. Vice-Chair;

The Parent Council may appoint a Secretary and a Treasurer if it requires, but it is not duty bound to do so. Parents and co-opted members may hold offices but staff members shall not. The Parent Council may also appoint a Clerk for the purpose of minute taking etc. The Clerk to the Parent Council shall be paid the agreed East Dunbartonshire rate and is not a member of the Parent Council.

6. Parent Forum and the Parent Council

The Parent Council is accountable to the Parent Forum. The Parent Forum is all parents, guardians and carers with responsibility for children at Bishopbriggs Academy. In some cases, informal carers or relatives may be members of the Parent Forum.

The Parent Forum shall have an annual general meeting once a year, normally in September for the purposes of:

- I. Receiving the report of the Parent Council on its work during the year;
- II. Receiving a summary report of the Parent Council's expenses;
- III. Receiving the Head Teacher's annual report;
- IV. Receiving information or asking questions on any aspect of school life that is in the public domain and
- V. To report on the elections to the Parent Council.

The Parent Council shall be responsible for organising any meeting of the Parent Forum. Members of the Parent Forum shall receive at least 14 days notice of any meeting called by the Parent Council.

A special general meeting of the Parent Forum can be requested by 20 parents submitting such a request and the reasons for the meeting in writing to the Chair of the Parent Council. Within 28 days such a meeting shall be convened and members of the Parents Forum shall receive, at least 14 days written notice of such a meeting.

The Parent Forum, the Parent Council and the PTA shall co-operate wherever possible, including the annual general meeting and other meetings.

7. Functions

The Parent Council shall meet on a regular basis but this shall normally be eight times per year. Meetings of the Parent Council are open meetings and all members of the Parent Forum shall be informed of the dates of these meetings.

Parent, staff and co-opted members shall have a vote at the Parent Council. In the event of a decision decided by a vote resulting in a tie, the Chair shall exercise a casting vote.

Parent Councils shall have the responsibility to carry out the following functions:

- I. The Parent Council can discuss any item affecting the education or welfare of stakeholders at Bishopbriggs Academy. If any member of the Parent Forum wishes a specific topic to be discussed at the Parent

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- II. Council then they shall submit that in writing to the Chair of the Parent Council;
- III. The Parent Council may set up work groups as it sees fit. The composition of these groups may include Parent Forum members or individuals outwith the Parent Forum. Work groups should be chaired by a member of the Parent Council and they shall report back to the Parent Council on a regular basis;
- IV. Receiving information from the Head Teacher, the local authority or the Scottish Executive/Scottish Parliament/HMIE or other organisation;
- V. Making representations to the Head Teacher, the local authority or the Scottish Executive/Scottish Parliament/HMIE or other organisations;
- VI. Be involved in the setting of the development plan and to consider how parents might support its implementation;
- VII. Support the school staff and senior management team in their objectives;
- VIII. Be involved in the appointment of senior staff;
- IX. Consider how parents can help to raise standards in the education and welfare of children;
- X. Be involved in issues relating to standards and quality;
- XI. Act as the formal consultative body for parents and to provide comments and advice to the school on issues that parents have an interest in;
- XII. Promote contact and partnership with the community of the school at ll Consult pupils and the community then represent their views to staff and parents;
- XIII. Communicate with all stakeholders within Bishopbriggs Academy and its external partners;
- XIV. Report back to the Parent Forum at least once a year;
- XV. Enter into contracts and agreements;
- XVI. Consider appropriate insurance for any activities the Parent Council may be engaged in and to make sure that public liability is covered;
- XVII. To review the constitution and standing orders from time to time;
- XVIII. Arrange meetings of the Parent Forum;
- XIX. Appoint a delegate to attend East Dunbartonshire Council Parent XIX. Council Forum and
- XX. Invite officers, elected members and external individuals to contribute to the business of the Parent Council.

The Parent Council is specifically barred from owning land and buildings;

8. Confidentiality

Where the Parent Council or the Adviser to the Parent Council deems business to be of a confidential nature then it shall only be discussed by members of the Parent Council and the Head Teacher. Councillors and EDC Officers may be present if appropriate. Items of information regarding performance, discipline or any other sensitive issues with regard to specific pupils or staff, shall not be considered appropriate for discussion at the Parent Council.

9. Minutes, Documents and Publications

The Parent Council shall be responsible for keeping a reasonable record of its meetings and for communicating its decisions and deliberations with the wider school community. Minutes shall be provided to all Parent Council members; to

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the Head of Education, East Dunbartonshire Council and to local elected members of the Council. Minutes shall be published on the school notice board; the staff notice board; in Bishopbriggs Library and placed on the school website.

If any confidential business is discussed by the Parent Council then it shall be excluded from the minute but a record shall be kept as a 'confidential note'. The Head Teacher shall make arrangements for the confidential note to be kept securely in the school office.

Other documents, letters and publications should be made publicly available via the school website or through a school-bag drop to parents where publication is desirable.

10. Finances

The expenses and finances of the Parent Council shall be met out of, and administered by, East Dunbartonshire Council through the school office.

- I. Should the Parent Council wish, it may operate a bank account, engage in fund-raising or borrow funds (the latter only after consulting East Dunbartonshire, Education Service). If it does engage in any of these activities then, it shall:
- II. Appoint a Treasurer, with responsibility for the proper administration and reporting of the finances;
- III. Appoint four signatories to any financial account and require two of these signatories to authorise any financial transaction;
- IV. Have the annual accounts audited or independently examined by a suitably qualified person, who is not a member of the Parent Council;
- V. Report on the annual financial statement to the Parent Forum at its annual general meeting and
- VI. Pass all monies to the School Fund for Bishopbriggs Academy, should the Parent Council cease to exist.

11. Standing Orders

The Parent Council shall determine its own standing orders that shall govern the conduct of its business and meetings. The standing orders shall form an Appendix to the constitution. The Parent Council shall not adopt any standing order or procedure that directly contravenes the constitution.

12. Amending the Constitution

Any amendment to the constitution must be provided in writing as a motion for either the annual general meeting or a special meeting of the Parent Forum. The motion must have a proposer and seconder, both of whom shall be members of the Parent Forum. Within 28 days of receiving such a motion, the Parent Council shall call a meeting of the Parent Forum. Parents shall receive a written copy of the amendment at least 14 days prior to the meeting of the Parent Forum.

Any amendment to the constitution shall require a two-thirds majority of those present and entitled to vote in order to be carried. The constitution shall be regarded as amended with immediate effect should the amendment be carried.

13. Termination of Membership

Awaiting legal advice

14. Complaints

Awaiting legal advice

15. Appeals

Awaiting legal advice

