

Bishopbriggs Academy Parent Council – Standing Orders

The Parent Council standing orders may not contain any clause that contradicts the Parent Council Constitution.

Agendas, Papers, Meeting Preparation and Minutes

1. Items for the agenda should be with the Chair 10 days before the meeting.
2. The Chair and the Head Teacher shall agree the agenda.
3. The agendas and papers shall be sent electronically to Parent Council members 7 days before the meeting or 5 days by post. The Clerk shall be responsible for circulating the agenda, papers and the minutes.
4. A simple majority decides a substantive agenda change or a change in the order of the business.
5. Draft minutes shall normally be circulated by e-mail for amendment and approval within 7 days of the Parent Council meeting. If no amendments or queries are received by the clerk with 7 days the minutes shall be deemed to be approved. Once approved they shall be circulated to Parent Council members, staff, Head of Education at East Dunbartonshire Council, councillors and public access points, normally, within 14 days of the Parent Council meeting. If the minutes are not approved and a single amendment is proposed per item then this may be circulated electronically but if there are conflicting amendments over the minute then the matter shall be held over until the next meeting of the Parent Council. The minutes shall contain a general overview of the meeting, any agreed decisions and a set of action points, indicating responsibility for that action.
6. The date of the next meeting will always be set in advance (This will try to follow the East Dunbartonshire Council, Parent Council Forum or the Cultural/Educational Services Committee).

Meetings

7. The quorum for the Parent Council is one-third of all members.
8. Meetings shall start at 7pm prompt unless otherwise agreed by the Parent Council.
9. Points of order take precedence immediately. Points of information are taken at the discretion of the Chair.
10. The Parent Council Advisor shall judge whether business is competent or not. It is up to the Parent Council Chair to rule business out of order.
11. Statutory business shall take precedence on the agenda then substantive business followed by other business.
12. Proposals must have a proposer and seconder. Similarly amendments must have a proposer and seconder.
13. Amendments shall be debated first then the motion. Debate shall be through the Chair.
14. Discussion of the Parent Council business may at times be confidential, but generally meetings are open to the public and the minutes are public documents. Any confidential minute shall be held by Head Teacher.
15. Any other urgent business may be accepted if this has arisen since the date of composing the agenda or if it shall have immediate or serious consequences if it is not taken. Otherwise, all other business shall be held over until the next meeting.

Voting and Elections

16. Only members of the Parent Council may vote. Voting is by simple majority. The Chair holds the casting vote in the event of a tied vote.
17. At the first meeting of the Parent Council in the new academic year the election of office bearers shall take place. The office bearers are detailed in the constitution. The Head Teacher shall take the Chair until a new Chair is elected. The election of an office bearer requires a proposer, a seconder and a simple majority in favour to be successful. The length of office shall be drawn from a hat if required.

18. In the event of a tied vote with more than two candidates then a vote shall take place to eliminate the least preferred candidate until only two candidates are left.
19. When only two candidates are left and if the votes are still equal then the candidates names shall be placed in a hat and the Head Teacher shall draw one name from the hat. This candidate shall be deemed to be elected.

Parent Council Support

20. A Parent Council file is maintained in the office. The Parent Council finances are dealt with by the school office. Parent Council correspondence shall be deposited in the Parent Council pigeonhole. We should try to minimise the work for office staff where at all possible.

Amendment or Suspension of Standing Orders

21. The amendment of these standing orders requires a motion to be carried by a two-thirds majority of those entitled to vote and present at the Parent Council.
22. Suspension of standing orders requires unanimous agreement of those entitled to vote and present of the Parent Council.