

Bishopbriggs Academy Parent Council Constitution

1. Introduction

This is the constitution of the Parent Council of Bishopbriggs Academy East Dunbartonshire. This constitution seeks to follow the guidance of the [Parental Involvement Act 2006](#).

Bishopbriggs Academy was established in 2006. The constitution was amended on 3 June 2025 and further updated on 20 October 2025.

2. Objectives

The objectives of the parent council are:

- To work in partnership with the school to create a caring school that is inclusive for all parents and carers.
- To nurture thriving relationships between the school, parents, local authority and stakeholders.
- To develop and engage in activities which assist the learning needs and welfare of the pupils.
- To identify and represent the views of the parents and the carers on the education provided by the school.
- To work closely with the school to help foster initiatives that underpin national and local strategies that are relevant to the core values of the school.
- To collaborate with the PTA of the school.

3. Membership and Quorum

The membership of the Parent Council is open to all parents, staff, carers and co-opted members. All **voting** members of the Parent Council are legally subject to PVG Disclosure, this will be organised upon specific application to the Clerk.

- The membership of the Parent Council shall consist of a minimum of 6 and a maximum of 20.
- Up to three members of the teaching staff may be on the parent council having been nominated by the staff body
- A meeting is not quorate unless 6 parents or carers are present. If this is not possible the meeting shall be rescheduled.
- The Head Teacher will act as an adviser to the parent council but does not have voting rights. If the Head Teacher is unable to be present they must appoint a representative on their behalf.

4. Nomination & Selection of Members

Any member of the Parent Forum has the right to become a member of the Parent Council.

A member of the Parent Council Who fails to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

5. Office Bearers

The Parent Council shall elect annually, at the AGM, the following office bearers who must hold the relevant PVG Disclosure:

- Chair (who must be a parent member) and
- Vice Chair

Election of office bearers requires a proposer, a seconder and a simple majority in favour to be successful.

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 teaching staff

members shall not. The Parent Council may also appoint a Clerk for the purpose of minute taking etc.

6. Parent Body and the Parent Council

The Parent Council is accountable to the Parent Body. The Parent body 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 Body.

The Parent Body shall have an annual general meeting once a year, normally the second meeting of the school session for the purposes of:

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

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

7. Functions

The Parent Council will meet on a regular basis, normally 6 times per year. These meetings will be open to all members of the Parent Body, and the dates and times will be communicated from the school office giving reasonable notice.

Parents, staff and co-opted members with relevant PVG Disclosure 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.

The Parent Council shall have the responsibility to carry out the following functions:

- The Parent Council can discuss any item affecting the education or welfare needs of stakeholders at Bishopbriggs Academy. If any parent/carer wishes a specific topic to

be discussed at the Parent Council meeting, they should submit this in writing in advance.

- The Parent Council may set up working groups as it sees fit and shall report back to the Parent Council on a regular basis
- The Parent Council will receive information from the Head Teacher, the local authority or the Scottish Executive/Scottish Parliament/HMIE or other organisation
- The Parent Council will make representations to the Head Teacher, the local authority or the Scottish Executive/Scottish Parliament/HMIE or other organisations
- The Parent Council will be involved in the setting of the school development and improvement plans and to consider how parents might support its implementation
- The Parent Council will support the school staff and senior management team in their objectives
- The Parent Council will be involved in the appointment of senior staff
- The Parent Council will consider how parents can help to raise standards in the education and welfare of children and be involved in issues relating to standards and quality
- The Parent Council will promote contact and partnership with the school community
- The Parent Council will appoint a delegate to attend and represent the school at the East Dunbartonshire Parent Council Forum

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

Items for the agenda should be with the Chair a reasonable length of time before the meeting.

Draft minutes shall be circulated by email for amendment and approval at the next Parent Council meeting. Once approved they shall be circulated to Parent Council members and councillors.

The Parent Council will be responsible for keeping a record of meetings and communicating its decisions to the wider school community.

Minutes will be provided to Parent Council members and placed on [the school website](#).

If any confidential business is discussed by the Parent Council, this will be excluded from the minutes however a record will be kept as a 'confidential note' and kept securely by the Head Teacher.

10. Amendments to the constitution

Any amendment to the constitution must be provided in writing as a motion at a meeting of the Parent Council. A majority of two-thirds of those present and entitled to vote is required in order for the motion to be carried. If carried, the constitution shall be regarded as amended with immediate effect.