

CONSTITUTION FOR HARLAW ACADEMY PARENT COUNCIL

1. This is the constitution for Harlaw Academy Parent Council.
2. The objectives of the Parent Council are:
 - a. To support the school in its work with pupils
 - b. To promote contact between the school, parents, the education authority and the community
 - c. To identify and represent the views of parents on education provided by the school and other matters affecting the education and welfare of the pupils
 - d. To report to the Parent Forum
 - e. To participate in the selection process for senior staff and be consulted about the staffing structure for the school
 - f. To be informed and consulted about school budgets and the school development plan
3. The membership will be a minimum of three parents or carers of children attending the school. The upper limit is fifteen. The Council will try to include two parent representatives from each year groups at the school i.e. S1,S2,S3,S4,S5/6 and have representatives from the three primary school catchment areas. Failure to achieve this representation will not invalidate the work of the Council. A quorum will be three parents.
4. The Chair, Secretary and the Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. The Minute Secretary and Treasurer need not be Parent members of the Council.
5. Any parents of a child at the school can volunteer to be a member of the Parent council. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be voted on at the Annual General Meeting of the Parent Forum. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council and may also attend meetings in a non-voting capacity
6. The Parent Council can set up sub-groups under the auspices of this constitution to progress specific issues (i.e. fund raising). Such Sub-groups will report to the Parent Council on a regular basis. Any sub-group may be disbanded if agreed by a majority vote of the Parent Council.
7. Initially, half of the membership will serve for two years and the other half for three years. Thereafter, members will serve for a period of two years after which they may put themselves forward for re-selection if they wish.
8. The Head teacher, or his or her representative, has a right and a duty to attend meetings of the Parent Council. In addition, the Parent Council may co-opt up to four others including members of staff and/or pupils to assist it with carrying out it's functions. Co-opted members will not have voting right and may be voted off the Parent Council by a majority vote at any meeting of Parent Council. Ward Councillors will be invited to meetings but will not be eligible to vote.

9. The Parent Council is accountable to the Parent Forum for Harlaw Academy and will formally report to the Parent Forum at least once a year on its activities on behalf of all the parents.
10. If ten members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Forum at least one week's notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
11. The Annual General Meeting will be held in May or June of each year. A notice of the meeting including date, time and place will be sent to all the 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 committee
 - b. selection of the new Parent Council
 - c. discussion of issues that members of the Forum may wish to raise
 - d. approval of the accounts and appointment of the auditor
12. The Parent Council will meet at least 4 times a year.
13. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having an additional casting vote in the event of a tie.
14. Any two 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 date, time and place of the meeting.
15. Copies of the minutes of all meetings will be available to all parents/carers of children at Harlaw Academy and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office. A copy of the minutes will also be forwarded to the Director of Education.
16. Meetings of the Parent Council shall be open to the public, 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 headteacher, or his or her representative, can attend.
17. The Treasurer will open a bank or building society account or may make use of an appropriate school fund in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
18. 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 meeting.

19. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
20. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, (or schools), where this continues.
21. This Constitution can be amended by majority vote at a meeting of the Parent Forum.