



BOCLAIR ACADEMY PARENT COUNCIL CONSTITUTION

(Revised November 2021)

1. This is the constitution for Boclair Academy Parent Council.
2. The objectives of the Parent Council are to:
 - Support the school in its work with pupils
 - Promote partnership between the school, parents, pupils and the wider community
 - Encourage activities which support the education and welfare of all pupils
 - Represent the views of parents on educational and other matters
3. The Parent Council shall have a minimum membership of 6 parents. The maximum number of parent members shall be 20. A quorum for Parent Council meetings will be 4 parents.
4. The Parent Council may create sub-groups to deal with subjects that it considers important. These sub-groups may be permanent or time restricted as required.
 - a) All sub-groups report to the Parent Council on their activities and ultimately be subjected to the Parent Council's authority.
 - b) The membership of any sub-group will be a minimum of three members of the Parent Forum, with no maximum number. These sub-groups must include at least one member of the Parent Council and may include non-members of the Parent Forum co-opted with the approval of the Parent Council.
5. Parent members will be selected for a period of 2 years after which they may put themselves forward for re-selection if they wish. Any parent 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 set out in the constitution, names will be 'drawn from the hat'.

6. The Parent Council may co-opt up to 5 members. Co-opted members may include pupils, staff and community representatives. The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of 1 year.
7. Office bearers will be agreed by parent members after formation of the Parent Council at the AGM. The Chair, Vice Chair, Treasurer and Secretary will be invited to serve for a period of 1 year. All office bearer positions must be held by parent

members. If the child of any office bearer ceases to be a pupil, the position will be filled at the next Parent Council meeting. The Parent Council can decide to appoint a Clerk to provide administrative support using funds provided by the local authority for this purpose.

8. The Headteacher has a right and a duty to attend Parent Council meetings or to be represented.
9. The Parent Council is accountable to the Parent Forum and will report to the Forum at least once per annum on its activities on behalf of all parents. If 15 members of the Parent Forum request a Special General Meeting to discuss issues falling within the Parent Council's remit, the Parent Council will arrange this. The Parent Council will give all members at least 2 week's notice of the meeting and shall, at the same time, circulate notice of the matter, or matters to be discussed.
10. The Annual General Meeting of the Parent Council will be held in September. A notice of the meeting, including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - A report on the work of the Parent Council
 - Head teacher's report
 - Selection of new parent members to fill any vacancies
 - Discussion of issues that the Parent Forum may wish to raise
 - A financial report and presentation of accounts
11. The Parent Council will meet no less than 6 times per year with all meeting dates agreed at the AGM.
12. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
13. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing to the member.
14. Copies of the minutes of all meetings of the Parent Council will be available via the school website and on request from the school office. Availability of the minutes will be highlighted in the school newsletter and electronic communication encouraged.
15. Meetings of the Parent Council shall be open to the public. Should the Parent Council be discussing an issue, which it considers confidential, the meeting will only be open to members of the Parent Council and the Head Teacher, or their representative.
16. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary at each Parent Council meeting and a full account at the AGM. Withdrawals will require the signature of the Treasurer and one other account

signatory. The accounts will be audited annually prior to the AGM. Members will be responsible for ensuring that all funds are used to support the objectives of the Parent Council.

17. The Parent Council may change its constitution after obtaining consent from the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any amendment and shall be given reasonable time to respond to the proposal.
18. Should the parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of pupils.

Glossary of Terms:

Parent – The term parent includes guardian and any person who has parental responsibilities in relation to, or has the care of, a pupil attending the School.

Parent Forum: All parents in the school.

Parent Council: A group that is selected to work on behalf of all parents.