

The Lenzie Academy Parent Council

Constitution

This is the Constitution for The Lenzie Academy Parent Council. The Constitution has been prepared under the provisions of the Scottish Schools (Parental Involvement) Act 2006. The Parent Council members will take due regard of the functions, duties and limitations described in the Act, whilst serving on the Parent Council.

Objectives

- To work in partnership with the School to create a welcoming School which is inclusive for all parents, guardians / carers.
- To promote partnership between the Local Authority, the School, its pupils and all its parents, guardians / carers.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of the parents (guardians / carers) on the education provided by the School and other matters affecting the education and welfare of the pupils.
- To promote parental, guardian / carer involvement in their child's education and learning.
- To promote the inclusion of pupils with additional support needs.
- To promote partnership between the School and the Community.
- To raise funds for the benefit of the pupils within the School.

Membership of the Parent Council

The membership will be a minimum of six and a maximum of sixteen parents, guardian / carers with children at the school, plus two Staff members. The number of additional co-opted members should not exceed four.

Any parent, guardian / carer of a child at the School can volunteer to be a member of the Parent Council.

The Parent Council will be selected for a period of two years after which they may put themselves forward for re-selection if they wish. In the event of available places being over subscribed, by both existing members reapplying and new parents, guardians / carers offering to serve, all members of the Parent Forum present at the Annual General Meeting will be entitled to one vote for a prospective member.

Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.

The Chair, Vice Chair and Secretary / Clerk of the Parent Council will be agreed annually by the Parent Council members immediately following re-election at each Annual General Meeting. The posts of Chair and Vice Chair can only be held by parent members of the Parent Council. If a child ceases to be a pupil, a new Chair or Vice Chair will be agreed at the next meeting.

Fund Raising

Fund raising activities may be undertaken by a sub-group of the Parent Council. This group will comprise at least two members of the Parent Council, with other group members being drawn from the Parent Forum or School staff.

An appointed member of the Parent Council will open a bank or building society account or accounts in the name of "The Lenzie Academy Parent Council" for funds raised by its activities. Withdrawals will require the signature of the member appointed to maintain the account and one other Parent Council member.

The fund raising group will keep an accurate record of all income and expenditure and will provide an interim summary at each Parent Council meeting. The Parent Council accounts will be inspected annually by an appropriate examiner. The examiner will be appointed prior to the commencement of activities, and will carry out the inspection prior to the Annual General Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives outlined in its Constitution. 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 pupils at Lenzie Academy.

Special General Meeting

If thirty members of the Parent Forum request a Special General Meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall

arrange this. The Parent Council shall give all members of the Forum at least two School weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.

Annual Meeting

The Annual Meeting will be held in September of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:

- A report on the work of the Parent Council and its committee(s).
- Selection of the new Parent Council.
- Discussion of issues that members of the Parent Forum may wish to raise.
- A report by the Head Teacher or nominated deputy.
- Presentation of the inspected accounts of the fund raising group detailing fund raising activities undertaken.

Frequency of Parent Council Meetings

The Parent Council should meet at least eight times during the School Year. For a meeting of the Parent Council to be valid a quorum of at least 33% of parent, guardian / carer members, plus the Chair or Vice Chair will be required to be in attendance.

Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Over 50% of the Parent Council can request that an additional meeting be held and all members of the Parent Council will be given at least two School weeks' notice of date, time and place of the meeting.

Parent Council Members' Actions

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice would be sought from the local authority.

Minutes of Parent Council Meetings

Copies of the minutes of all meetings will be available to all parents, guardians / carers of children at Lenzie Academy and to all teachers at the School. Copies will be available from the Secretary / Clerk of the Parent Council, the School Office and the School's Website.

Who Can Attend Parent Council Meetings?


Meetings of the Parent Council shall be open to the public.

Changes to the Constitution

Any major change to the Constitution may be made after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

Small changes to the Constitution can be made twice yearly.

Signed:



Jill E Bladen
Chair

Date:

4 October 2013
