



Leith Academy Parent Council Constitution

This is the constitution for Leith Academy Parent Council. It sets out our purpose and our rules, which will be reviewed on a regular basis.

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006, which details the functions required of the Parent Council.

The Constitution uses the following definitions:

Parent – any parent, carer or guardian with parental rights and responsibilities of a student attending Leith Academy

Parent Forum - all parents of children attending Leith Academy

Parent Council – a group of parents who regularly attend Parent Council meetings

Office Bearers – a group of parents chosen by the Parent Council to fulfil certain functions to allow the Parent Council to operate smoothly.

Aims and Purpose

1. to work in partnership with the school to create a welcoming school, which is inclusive for all pupils and parents.
2. to promote partnership working between the school, its students, its parents and the wider community.
3. To develop and engage in activities which support the education and welfare of the students, and help improve their outcomes.
4. to identify and represent the views of all parents on the education provided by the school and other matters affecting the education and welfare of the students.
5. to participate in the appointment of senior staff at the school.

Membership

The Parent Council currently has no maximum number of members. That approach will be reviewed, and an appropriate selection process put in place, if the number of parents attending meetings regularly exceeds 30.

Any parent attending meetings can be a member of the Parent Council, if they choose to be, and can step down from being a member of the Council at any time.

The parent membership of the Council will be made up of parents of children attending the school. It is preferable, but not necessary, that parents should represent students from all 6 years of the school.

Importantly, *all* parents of Leith Academy are welcome to attend meetings of the Parent Council, whether or not they wish to be members of the Parent Council. They will be able to participate or comment, but will not be entitled to vote - if they are not in the Parent Council - in the limited circumstances in which this step is required (e.g. voting for Office Bearers).

Additionally, any parent may request that a Parent Council member raise a relevant issue on their behalf if they do not wish to attend a meeting in person. Such issues should be notified to the Parent Council by email at leithparentcouncil@gmail.com, in advance of the relevant meeting.

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 of the Parent Council can be terminated, if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

Co-opted Members

Up to 3 members of staff and up to 3 students may be invited to become members of the Parent Council for a period of 1 year, with the option to extend after 1 year if desired.

The Parent Council may also choose to co-opt up to 2 members from the community. These members will be chosen so as to ensure as relevant a representation as possible.

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

The Parent Council can choose to invite others to participate in its meetings and activities. This may include Local Councillors or representatives from Parent Councils of Primary Schools feeding into the school for example. These attendees will not however be entitled to vote.

Sub-Groups

The Parent Council may agree to set up a short or longer term sub-group to carry out a specific task. Any member of the Parent Forum can take part in these groups.

Sub-groups will have a clear remit, and a lead member, responsible for reporting back to the Parent Council.

Decisions about spending funds raised by sub-groups will be made by members of the Parent Council.

Office Bearers

The Parent Council will appoint the following office bearers from its Parent members – Chair, Deputy or Co-Chair, Secretary, and Treasurer, and such others as may be deemed necessary. Any of these roles may be shared.

Office Bearers will be appointed annually at the Annual General meeting (AGM) in June, for a period of one year (unless a post requires to be filled before then). They will be eligible for re-election after that year.

The process for selection will be conducted by the current Parent Council. Nominations will be invited at the time of the invitation to the AGM, but can also be made at the AGM itself. The result will be announced at the AGM.

Finances

The Treasurer will open/oversee a bank or building society account 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.

The Treasurer will keep an accurate record of all income and expenditure, and they (or another member of the Parent Council) will provide a summary of this at each Parent Council meeting, and a full account for the Annual Meeting.

The Parent Council accounts will be checked by two people from the Forum who are not members of the Council, and who were appointed at the previous Annual Meeting, or shortly thereafter.

The Parent Council shall be responsible for ensuring that all funds are used in accordance with the objectives of the Parent Council.

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Leith Academy.

Meetings

General Meetings

The Parent Council will meet throughout the year, at least once in every school term. A minimum of 5 parent members must be present for the meeting to proceed, and for any votes to be taken. This should include at least 2 of the office bearers, one of whom must be the Chair or Deputy/Co-Chair.

Dates of all Parent Council meetings will be made available on the school website, and notified to all members of the Parent Forum.

Agendas will be available for every meeting and will be created in consultation with the Parent Forum, members of the Parent Council and the Headteacher.

Any member of the Parent Forum can attend meetings and suggest items for inclusion in the agenda. Items should be submitted to the Chair at least one week before the meeting. The Chair will have the final say on whether items are included, deferred until the next meeting, or dealt with by alternative means.

The Headteacher of Leith Academy, or their representative, will attend every meeting. The Headteacher attends in an advisory capacity, and does not have voting rights, unless they are given them by the Parent Council/Parent Forum.

The Secretary will be responsible for taking accurate minutes of all meetings. Copies of the minutes will be made available on the school website within 2 weeks of each meeting. Alternatively, a request for a copy of the minutes can be made to the Secretary.

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

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.

Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or their representative, can attend. There may also be certain circumstances when it will be deemed inadvisable for the student members to attend.

Annual General 'Parent Forum' Meeting

An Annual Meeting will be held in June of each year. A notice of the meeting including date, time, and place will be notified to all Parents of the school (ie the Parent Forum) at least 2 weeks in advance.

The meeting will include:

- a report on the work of the Parent Council and any sub-groups
- selection of the new Parent Council Office Bearers
- discussion of issues that members of the Parent Forum may wish to raise
- discussion on and approval of the accounts, and appointment of 2 members of the Parent Forum to verify the accounts.

The meeting will be chaired by the outgoing Chairperson.

Changes to the Constitution

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time to respond to the proposals.