

CHARLESTON ACADEMY PARENT COUNCIL CONSTITUTION

(Amended 28th August 2013 at the Parent Council General Meeting)

1. Introduction

- 1.1 This is the constitution for the Charleston Academy Parent Council (herein referred to as the “Parent Council”).
- 1.2 The Parent Council was set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council. This constitution should be interpreted in conjunction with the Act and the Guidance to the Act.
- 1.3 Throughout this document the term “Parent” shall be taken to mean parent, step-parent, carer or guardian, the term “Parent Forum” shall refer to the Charleston Academy Parent Forum, and the term “Parent Council” shall refer to the Charleston Academy Parent Council.

2. Objectives

- 2.1 The objectives of this Parent Council are:
 - (i) To support the school in its work with pupils;
 - (ii) To promote partnership between the Charleston Academy Campus, its pupils, all its parents and its wider community;
 - (iii) To represent the views of parents;
 - (iv) To report to the Parent Forum; and
 - (v) To raise funds, apply for and receive grants, and accept gifts for the benefit of the school.

3. Parent Forum

- 3.1 Any parent of a child attending Charleston Academy is automatically a member of the Parent Forum.
- 3.2 Any member of the Parent Forum can volunteer to be a member of the Parent Council.

4. Parent Council

- 4.1 The Parent Council is to be made up of Parent Forum members and non-voting co-opted members including representatives of the Pupil Council, teaching and support staff in the School, Charleston Community Complex, Community and Local Councillors, the Police and interested members from the school’s catchment area. The Rector has a right and duty to attend the Parent Council meetings and to report on relevant school issues.

- 4.2 If ten or more members of the Parent Forum request an additional meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all Parent Forum members at least two weeks' notice of this Special Meeting by posting on the Charleston Academy website (www.charlestonacademy.co.uk).

5. Membership

- 5.1 The Parent Council must have a minimum of five Parent Forum members and a maximum of 40 Parent Forum members.
- 5.2 Parent Forum members must nominate themselves for membership to the Parent Council, either in person at a scheduled Parent Council General Meeting or by correspondence to the Chair or Vice Chair prior to a scheduled Parent Council General Meeting.
- 5.3 Confirmation of selection for membership of the Parent Council, following receipt of the nomination, will be announced at the scheduled Parent Council General Meeting and will be recorded in the Minutes of the Meeting.
- 5.4 Co-opted members of the Parent Council will be invited to serve for a period of three years, after which time the Parent Council will review their co-opted membership.
- 5.5 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 shall be terminated if a majority of parent members agree. Termination of membership will be confirmed in writing by the Chair to the member in question.
- 5.6 If a member of the Parent Council fails to attend three consecutive General Meetings without reason or apology then the member will be deemed to have retired from the Parent Council.

6. Office Bearers

- 6.1 The office bearers positions for the Parent Council shall include:-
- (i) Chair
 - (ii) Vice Chair
 - (iii) Treasurer
- 6.2 The Chair, Vice Chair and Treasurer of the Parent Council must be Parent Forum members.
- 6.3 If the Chair, Vice Chair or Treasurer of the Parent Council ceases to have a child at Charleston Academy, then they must relinquish their post at the next scheduled Parent Council General Meeting.

- 6.4 Parent Council members wishing to be considered for one of the Office Bearer positions must nominate themselves for selection at the Parent Forum Annual Meeting, held each September. Selection of the Office Bearers will be confirmed by a vote of Parent Forum members in attendance at the Annual Meeting.
- 6.5 Once selected by the Parent Forum members, Office Bearers may serve unchallenged for a period of three years, after which they must stand down at the scheduled Annual Meeting. However, should they wish to do so, they may nominate themselves for re-selection at the same Annual Meeting.
- 6.6 There is no restriction on how many times an existing Office Bearer may nominate him or herself for re-selection.

7. Annual Meeting of the Parent Forum

- 7.1 The Parent Council is accountable to the Parent Forum and must make a report to it at least once each year on its activities on behalf of all the parents. This shall be done at an Annual Meeting of the Parent Forum.
- 7.2 The Annual Meeting of the Parent Forum will be held in September of each year. A notice of the Annual Meeting including date, time and place will be made available to all members of the Parent Forum and all P7 parents who will become members of the Parent Forum in the next academic year at least two weeks in advance. The meeting will include the following:-
- A report on the work of the Parent Council and its committee(s);
 - A school report by the Rector;
 - Selection of the new Parent Council Office Bearers, as required;
 - Discussion of issues that members of the Parent Forum may wish to raise;
 - Approval of the accounts and appointment of the auditor.
- 7.3 The meeting will be chaired by the current Parent Council Chair.
- 7.4 In the event of a vote being required on the selection, or re-selection, of any of the Office Bearer positions any issue all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie.
- 7.5 The minutes of all the Parent Council Annual Meetings will be posted on the Charleston Academy website and will also be available from the Clerk of the Parent Council or from the school office.

8. General Meetings of the Parent Council

- 8.1 The Parent Council will meet at least once in every school term. The dates of these General Meetings for the following school year will be agreed at the Annual Meeting of the Parent Forum.

- 8.2 Should a vote be necessary to make a decision, each Parent Council member at the General Meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 8.3 A quorum shall consist of five of the Parent Council's voting members, including the Office Bearers.
- 8.4 Any two members of the Parent Council can request that an additional General 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.
- 8.5 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 Rector, or his or her representative, can attend.
- 8.6 The minutes of all the Parent Council General Meetings will be posted on the Charleston Academy website, (www.charlestonacademy.co.uk) and will also be available from the Secretary of the Parent Council or from the school office.

9. Parent Council Finances

- 9.1 The Treasurer will open a bank or building society account on behalf of the Parent Council in the name of the Charleston Academy Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other office bearer of the Parent Council.
- 9.2 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 of the Annual General Meeting.
- 9.3 The financial year for the Parent Council shall run from 1st August to 31st July. This will give the Treasurer time to obtain the relevant bank statement, produce a financial statement and report and have it audited prior to the Annual General Meeting in September.
- 9.4 The Parent Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.
- 9.5 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

10. Parent Council Constitution

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

the proposal prior to proposal being discussed at the subsequent General Meeting.

- 10.2 Any proposed amendment shall be accepted if a majority of those in attendance at the General Meeting agree to the amendment.

11. Dissolution of the Parent Council

- 11.1 Should the Parent Council cease to exist, any remaining local authority sourced funds will be passed to the Education Authority to be used for the benefit of a school or schools where the same objectives as Charleston Academy Parent Council continue.

- 11.2 Any other Parent Council funds will be transferred to the Charleston Academy school fund to support the school in its work with pupils.