

# HAZLEHEAD ACADEMY

## PARENT COUNCIL

### CONSTITUTION (November 2007)

#### 1.0 Name:

1.1 The Council will be known as the Hazlehead Academy Parent Council.

#### 2.0 Objectives of the Council:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents<sup>1</sup>
- To promote partnership between the school, its pupils and their parents
- To develop and engage in activities, including fund-raising, which support the education and welfare of the pupils
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils

#### 3.0 Membership:

3.1 Membership of the Council is open to all parents but will be limited to no fewer than three parents and no more than ten. All parents will be invited to volunteer for membership. Where the number of volunteers exceeds ten an election will be held. Ideally the Parent Council will comprise at least one parent from each of the Associated Primary School areas and one from each year group. Parents may continue to be members of the Council as long as they have children in attendance at the school. Parental membership will be reviewed by the Council each year.

3.2 Two members of the teaching staff will be appointed to the Council by the staff of the school. They will serve for a period of two years but may be re-appointed thereafter on an annual basis for up to a maximum of two further years.

3.3 Two students from the Prefect Management Team will be appointed to the Council by the Rector. They will serve for a period of one year.

3.4 The Rector is not a member of the Council but is entitled to attend and is expected to be present or be represented at all Council meetings.

3.5 The Council may choose to set up specific working groups and may co-opt additional people to serve on these groups eg parents, teaching staff, support staff, pupils, former pupils, employers, etc.

3.6 If a member of the Parent Council acts in a way that is considered by other members to undermine the objectives of the Parent Council, membership of the Parent Council shall be terminated if the majority of Parent Council members agree. Termination of membership would be confirmed in writing to the member.

#### **4.0 Office Bearers:**

4.1 At the Annual General Meeting, the Council will elect from the parent membership a Chair, Vice Chair, Honorary Secretary (except where 4.2 below is implemented) and Honorary Treasurer. Each will serve for a period of two years and be eligible for re-election for a maximum of two further years.

4.2 Instead of appointing a secretary from within the membership of the Parent Council, the Parent Council may decide to employ an external Clerk to the Council in which case the Parent Council may decide to pay the clerk a fee.

#### **5.0 Parent Council Meetings**

5.1 The Parent Council is accountable to the Parent Forum and must keep the Parent Forum informed of its activities. All meetings arranged by the Parent Council will be announced to the Parent Forum by various means including the school website.

5.2 The Parent Council will determine its own pattern of meetings but there will be at least four meetings per session. All meetings may be attended by any member of the Parent Forum but only appointed Council members will be entitled to vote on any decision. Any non-member attending will only be allowed to address the Council at the discretion of the Chair.

5.3 The Parent Forum will be given at least two week's notice of any Parent Council meeting.

5.4 For a Parent Council meeting to be quorate at least 4 parent members must be present.

5.4 If 30 members of the Parent Forum request a Special General Meeting to discuss issues falling within the Parent Council's remit then the Parent Council shall arrange this.

5.5 The Annual General meeting will be held in April or May of each year. The meeting will include:

- a report on the work of the Parent Council and its sub-committees
- election of office bearers as required
- presentation and approval of accounts
- appointment of the auditor

#### **6.0 Voting**

6.1 If votes are required to arrive at any decision then each appointed member of the Parent Council, including parent and co-opted members, will have one vote. The Chair will have a casting vote in the event of a tie.

## **7.0 Minutes of Meetings**

7.1 Minutes shall be kept of all Parent Council meetings. These minutes will be available to all Parent Forum members and all members of the school staff via the school office and the school website.

## **8.0 Finance**

8.1 The Parent Council will receive an annual operating budget from Aberdeen City Council and will be free to raise funds if required. It may also receive gifts and apply for and obtain grants.

8.2 The Treasurer will open a bank account in the name of the Hazlehead Academy Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other identified signatory who is also a parent member of the Parent Council.

8.3 The Treasurer will report on the finances at each Parent Council meeting and will prepare a set of audited accounts for the Annual General Meeting.

## **9.0 Constitution**

9.1 The constitution will be reviewed and may be modified at the Annual General Meeting of the Parent Council or at a Special General Meeting called for that purpose.

## **10.0 Winding Up**

10.1 Should the Parent Council cease to exist then any remaining funds will be passed to the Hazlehead Academy School Fund.

**<sup>1</sup>The term parent is used throughout this document to include parents, carers and all other adults with responsibility for the care and welfare of pupils.**

**21 November 2007**