

PORTOBELLO HIGH SCHOOL PARENT COUNCIL CONSTITUTION

1. This is the constitution for Portobello High School's Parent Council (the 'Council').
2. Throughout this document the term "parents" includes any "single parent" "carer" or "guardian" of a child at Portobello High School('the school'). The 'Parent Forum' is made up of all parents who have a child at the school.

Objectives

3. The objectives of the Council are:

- To promote partnership between the school, its pupils and all their parents;
- To develop and engage in activities 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;
- To support the school in its work through fundraising, buying equipment, running clubs etc;
- To promote contact between the school, parents, pupils and the wider community;
- To promote partnership between the school and the cluster primary schools;
- To report to the Parent Forum.

Remit

4. The remit of the Council is:

-To act as a bridge between parents and the school on a range of issues which impact upon the parents and pupils. The Council will not become involved in issues of a personal or individual nature. These are a matter between the parents and the Head Teacher.

Membership

5.
 - The membership of the Council will be a minimum of six parents of children attending the school. The upper limit will be 18 unless the Parent Forum decides otherwise during the course of an AGM.
 - The Head Teacher and Senior Depute will be advisors to the Council. They will have no right to vote.
 - The teaching staff will be entitled to elect two of their number as members of the Council.
 - The pupils will be entitled to nominate 4 representatives to the Council. The pupil executive Council will nominate these representatives
 - The Council will invite the elected City of Edinburgh Council Councillors from within the school catchment area to attend meetings.
 - The Council may co-opt as many people as it sees fit to assist it with carrying out its functions provided the number of co-opted members does not exceed the number of parent members selected at the AGM.

Selection of the Parent Council

6. Any parent of a child at the school can volunteer to be a member of the Council. They can put themselves forward for selection:

- At the AGM,
- In advance of the AGM by intimation by email or post to the secretary of the Council to reach the secretary no later than 7 days prior to the AGM.

In the event that the number of volunteers exceeds the number of places allowed by this constitution members will be selected by a vote of all parents at the AGM. In the event of a tie the Chair or, in his absence, the person acting as chair will have the casting vote.

The parents who are elected or who volunteer to be members of the Council at the AGM will commit to do so for a period of one year, after which they may put themselves forward for re-selection.

A Chair, Vice Chair, Secretary and Treasurer of the Council will be elected by the Parent members either immediately following its formation at the AGM or subsequently at its first meeting each academic year whichever the council deems more appropriate. The election will be decided by vote of those present at the relevant meeting. In the event of an office bearer leaving office during the school academic year the relevant position will be decided by election by those present at the first Council meeting immediately after the office bearer has left office.

7. The Council may form permanent or temporary subgroups to take forward any particular issue. Members of these subgroups can be from out with the Parent Forum.

8. If a Council member acts in a way that is considered by other members to undermine the objectives of the Council that person's membership of the Council shall be terminated if the majority of parent members agree. Termination of membership shall be confirmed in writing to the member.

Accountability

9. The Council is accountable to the Parent Forum of the school and will report to it at least once each year on its activities on behalf of all the parents. This will be done at the AGM of the Parent Council (which will be open to all members of the Parent Forum). A written report will also be circulated to the whole Parent Forum by placing it on the school website and/or posting to parents.

Meetings of the Parent Council

10. Any member of the Parent Forum will be welcome to attend any Council meeting. They may participate in the meeting like any member of the Council in all respects other than that they will not be able to vote. Should the Council be discussing an issue which it considers to be confidential only members of the Council and the Headteacher or his or her representative may be present other than with the permission of the members of the Council.

11. Should a vote be necessary during the course of a meeting to make a decision, each parent member, teacher member and pupil representative who is present at the meeting will have one vote. The Chair will have the casting vote in the event of a tie.

12. For a decision of a Council meeting to be valid a quorum of no less than 6 parent members will be required to be in attendance.

13. The Council will meet as often as it sees fit but at least once in every school term.

14. Any 6 members of the Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of date, time and place of the meeting.

15. Copies of the minutes of all meetings will be available to all parents of children at the School and to all teachers at the school. Copies will be available from the Secretary / Clerk of the Council and from the school office and posted on the school web site.

16. Meetings of the Council shall be open to the public unless the Council is discussing an issue which it considers to be confidential.

Additional Meetings of the Parent Council

17. If 20 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Parent Forum at least 2 weeks' notice of the meeting. It shall also circulate notice of the matter / matters, to be discussed at the meeting.

Annual General Meeting of the Parent Council

18. The Annual General 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 Council and Parent Forum at least two weeks in advance. The meeting will include:

- A report on the work of the Council
- Selection of the new Council
- Discussion of issues raised by parents at the meeting with the agreement of the meeting
- Approval of the accounts of the Council and appointment of the auditor.

19. Should a vote be necessary during the meeting, to make a decision, each parent who is present will have one vote. The Chair will have the casting vote in the event of a tie.

Finance

20. The Treasurer will open a bank or building society account in the name of the Council for all Council funds. Withdrawals will require the signature of two of the office bearers.

21. The Treasurer will keep an accurate record of all income and expenditure. They will provide a summary at each meeting of the Council and a full account for the Annual General Meeting. The auditor appointed at the previous Annual Meeting will audit the Council accounts.

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

23. Should the Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of the school.

Alterations to the Constitution

24. No alteration or addition shall be made to the Constitution except at an Annual General Meeting or a special general meeting called for this purpose. The proposed change shall be specified in the notice requesting the meeting and will require approval by not less than two thirds of the membership of the Council.

Dissolution

25. The Council will be dissolved if:

- Insufficient parents volunteer to become members of it;
- The Parent Forum decides that it does not require a Council to exist.