

## Ullapool High School Parent Council Constitution – Nov 2016

1. This is the constitution for Ullapool Secondary School Parent Council
2. The objectives of the Parent Council are:
  - To promote partnership between the school, its pupils and all its 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 raise funds, apply for and received grants and accept gifts for the benefit of the school
3. The membership will be a minimum of four parents or carers of children attending the school.
4. The Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
6. Any parents or carers of a child at the school can volunteer to be a member of the Parent Council. Where possible, at least one parent or carer from each feeder primary school area will be included to allow representation of the entire geographical area. Any parent or carer can also volunteer to be part of a sub-group set up by the Council.
7. The Council may co-opt additional members to assist it with carrying out its functions. Co-opted members can be drawn from teachers, students and members of the wider community.
8. The Parent Forum consists of all parents or carers of pupils at the school. The Parent Council is accountable to the Parent Forum for and will make a report to it at least once each year on its activities on behalf of all the parents.
9. If a minimum of ten 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 Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
10. The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be made available 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
  - selection of the new Parent Council
  - discussion of issues that members of the Forum may wish to raise
  - approval of the accounts
11. The Parent Council will meet at least once in every school term. A meeting will require a minimum of five Council members of which a majority will be parent members.
  12. Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
  13. Any 2 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.
  14. Copies of the minutes of all meetings will be available to all parents and carers of children at Ullapool Secondary School and to all teachers and pupils at the school. Copies will be available from the Secretary of the Parent Council and from the school office and will be published in the Ullapool and Assynt News.
  15. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head teacher, or his or her representative, can attend.
  16. The Treasurer will open 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.
  17. 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 for the Annual Meeting. The Parent Council accounts will be approved by an independent examiner.
  18. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
  19. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the pupils.