



Comhairle nam Pàrant Àrd-sgoil Phort Rìgh

Portree High School Parent Council

**Constitution**



## Constitution

1. This is the constitution for Comhairle nam Pàrant Àrd-sgoil Phort Rìgh - Portree High School Parent Council.
2. The objectives of the Parent Council are:
  - To work in partnership with the school to create a welcoming school which is inclusive for all parents.
  - To promote partnership throughout the whole school community - including the school staff, the pupils, parents/carers and all people in the wider community with an interest in the school.
  - To develop and engage in activities which support the education and welfare of our 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 our pupils.
  - To raise funds, apply for and receive grants, and accept gifts for the benefit of the school.
  - To enable and facilitate effective communication between the school and all parents/carers.
3. Membership will be a minimum of ten parents or carers of children attending the school with an upper limit of twenty members. There will be two staff representatives who will be chosen by election and two pupil representatives from the Pupil Council (junior and senior) who will be elected annually. A meeting will be quorate if parents are in the majority and if there are six members present.
4. The Chair, Vice chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following formation. Office bearers will be selected by the Parent Council on an annual basis at the AGM.
5. The Parent Council will be chaired by a parent of a pupil attending Portree High School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

6. The Parent Council will be selected for a period of two years, after which members may be nominated for re-selection if they wish. Any parent or carer of a pupil at the school can be nominated to be a member of the Parent Council. The Parent Council itself will ensure representation from all parts of the catchment area - by co-option if necessary. Membership of the Council will be one parent/carer per family. In the event that the number of nominations exceeds twenty places on the committee, Parent Council members will be chosen by election. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-group set up by the Council.
7. The Council may co-opt community members to assist it with carrying out its functions.
8. The Parent Council is accountable to the Parent Forum for Portree High School and will make a report to it at least once each year on its activities on behalf of all the parents.
9. If 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 but not more than four 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 sent 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 and its committee;
  - selection of the new Parent Council;
  - discussion of issues that members of the Forum may wish to raise;
  - approval of the accounts and appointment of the auditor.
11. The Parent Council will meet at least twice in every school term, once in Portree and once elsewhere in the catchment area.
12. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

13. Any two parent 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. 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 the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
15. Copies of the minutes of all meetings will be available to all parents of pupils at Portree High School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office, library and school website.
16. 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.
17. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals for expenses will require the signature of the Treasurer and one other Parent Council member.
18. 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 externally scrutinized by an independent examiner prior to the Annual Meeting.
19. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
20. The Parent Council may change its constitution after obtaining consent from members at an AGM or EGM of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and be given two weeks' notice to respond to the proposal.
21. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.