

CASTLEHEAD HIGH SCHOOL
PARENT COUNCIL CONSTITUTION

1. Document Purpose

This is the constitution of the Castlehead High School Parent Council (CHS PC).

2. Objectives

The objectives of CHS PC are:

- To work in partnership with the school to create a welcoming environment which is inclusive to all parents and carers
- To promote harmonious working within the community of Castlehead High School, its pupils, parents and staff
- To develop and engage in activities which support the pupils of Castlehead High School
- To identify and represent the views of parents and pupils on all matters relating to their education and welfare
- To raise money in support of the school's activities.

3. Membership

The maximum size of the group membership is 15 (the majority of whom should be parents of children attending the school but with a minimum of 3 parents whose children attend the school). The CHS PC reserves the right to amend membership to meet the needs of the school.

Any member of the school Parent Forum (this automatically includes every parent/carer with a child enrolled at the school) can volunteer to be a member of the CHS PC. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be randomly selected by a method agreed by the CHS PC. Anyone not selected may be offered the opportunity to be part of any sub-group set up by the CHS PC

The CHS PC may co-opt members to assist it with carrying out its functions. Co-opted members will include two members of the school's staff and may also include local councillors, pupils, community or business leaders and any other person deemed suitable.

The CHS PC will be selected for a period of 3 years, after which members may put themselves forward for re-selection, as long as they still have a child attending the school. The CHS PC may ask co-opted members to continue serving on the group. In the case of a pupil being a member of the CHS PC, the term they would serve would be for one academic year. If a member resigns mid-term, nominations will be sought for a replacement member of the CHS PC.

If the CHS PC chooses to set up sub-groups, they should each involve at least one member of the CHS PC. Other members of the Parent Forum and school community may be co-opted to sub-groups. Sub-groups will last as long as required to carry out their tasks or as required by the CHS PC. The membership should be reviewed annually. The CHS PC members on the sub-groups will be responsible for liaising with the CHS PC.

The Chair and office bearers of the CHS PC will be agreed by the CHS PC members immediately following its formation. The office bearers will be: Chair, Vice-Chair, Secretary and Treasurer. They will be re-selected by the CHS PC on a 3-yearly basis. The CHS PC will be chaired by a CHS PC member from the Castlehead High School Parent Forum. If they cease to be a member

of the Parent Forum, a new Chair will be appointed at the beginning of the next academic year.

4. Responsibilities

The CHS PC is accountable to the Castlehead High School Parent Forum and will report annually on its activities.

If 30 Members of the Castlehead High School Parent Forum request a Special General Meeting to discuss issues falling within the Group's remit, the CHS PC shall arrange this, giving all members of the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter(s) to be discussed at the meeting.

The Annual General Meeting will be held in spring/summer each year. A notice of the meeting, including date, time, and place will be sent to all members of the Castlehead High School Parent Forum at least 2 weeks in advance of the meeting. The meeting will include:

- A report on the work of the CHS PC and its Committee(s)
- Selection of the new CHS PC (if their tenure has reached three years or if there is a resignation)
- Discussion of issues that members of the Castlehead High School Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

The CHS PC will meet at least once very school term.

Should a vote be necessary to make a decision, each member will have one vote, with the Chair having a casting vote in the event of a tie.

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

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

Copies of the minutes of all meetings will be available to all members of the Castlehead High School Parent Forum. Copies will be posted on the school's website or mobile app and are also available from the Secretary of the CHS PC .

Meetings of the CHS PC shall be open to the public, unless the CHS PC is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the CHS PC, the Head Teacher, or his/ her representative, and anyone specifically invited to the meeting such as the Director of Children's Services can attend.

The Treasurer will open a bank or building society account in the name of the CHS PC for all of its funds. Withdrawals will require the signature of two or four nominated signatories.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each CHS PC meeting and a full account for the Annual General Meeting. The CHS PC accounts will be audited by the auditor appointed at the previous Annual General Meeting.

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

5. Change Control

The CHS PC may change its constitution after obtaining consent from members of the Castlehead High School Parent Forum. Members of the Castlehead High School Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

Should the CHS PC cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school. If the school is closing or amalgamating, the funds will be passed to the schools which pupils attend.