

Hyndland Secondary School Parent Council

Constitution

1. This is the constitution of Hyndland Secondary 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 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.
3. The membership will be a minimum of three parents (defined as parents, carers or guardians) of children attending the school. The maximum size is 25 parents and 7 co-opted members.
4. The Parent Council will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish.
Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by parents voting at an Annual Meeting. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.
5. The number of parent members on the Parent Council must always be greater than the number of co-opted members.
Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.
Co-opted members shall be invited from the staff and student bodies of the school. Members of the wider community may also be considered for cooption at the council's discretion.
6. The Chair, Vice-chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
Office bearers will be re-selected by the Parent Council on an annual basis (at the annual meeting of the Parent Forum).
The Parent Council will be chaired by a parent of a child attending Hyndland Secondary School.
The Parent Council may decide to appoint a paid Clerk to administer and minute meetings.
7. The Parent Council is accountable to the Parent Forum for Hyndland Secondary School and will make a report to it at least once each year on its activities on behalf of all the parents. If 30 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the

Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. The Annual Meeting will be held in May/June of each year – the last meeting of the School Year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee(s)
 - selection of the new Parent Council
 - discussion of issues that members of the Parent Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
9. The Parent Council will meet at least twice in every school term with an annual calendar of meeting dates being published for each school session. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Additional meetings may be held as determined by the Parent Council and all members will be given at least one week's notice of date, time and place of the meeting.
10. Copies of the minutes of all meetings will be available to all parents of children at Hyndland Secondary School and to all pupils and members of staff at the school. Copies will be available from the school.
11. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representative, can attend.
12. 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, as agreed by the Parent Council. 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 audited by the auditor appointed at the previous Annual Meeting.
13. The Parent Council shall be able to raise funds, apply for and receive grants, and to receive gifts, to support the objectives of the Parent Council.
14. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
15. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. If required, a meeting will be advertised to the Parent Forum detailing the proposed changes to the constitution. Notification time for the meeting will be at least three weeks. At the meeting, any changes to the constitution will be determined through a voting process with a majority agreement to any change (see point 9).
16. 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, where this continues.

