



The Gordon Schools Huntly Parent Council Constitution

1. This is the constitution for the Gordon Schools Parent Council*
2. The objectives of the Parent Council are:
 - to work in partnership with the school and local community 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 on the education provided by the school and other matters affecting the education and welfare of the pupils
3. 3.1 The membership of the Parent Council shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the school may volunteer to be a member of the Parent Council. The Headteacher of the school, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.

3.2 As a minimum there shall be six parents of children attending The Gordon Schools.

3.3 The maximum number of parent members shall be 20. Best endeavours will be made to ensure that within this number each stage of the school is equally represented.

3.4 Appointment of Members shall take place at the Annual Meeting. In the event of there being more than 20 volunteers, members will be selected first according to the stage of the school that they represent. Remaining places will be determined by ballot.

3.5 Where there are fewer than 20 volunteers, all shall automatically be appointed. Vacancies may be filled at any time after the Annual Meeting should further volunteers come forward. In seeking to fill vacancies the Parent Council shall have due regard to balanced representation of the different stages of the school.

3.6 Parent Council members will be selected for the period up to the next Annual Meeting after which they may put themselves forward for re-selection if they wish.

3.7 The Parent Council may set up sub-groups to help achieve the aims and objectives of this constitution. It may be desirable, for example, to set up groups to facilitate fund raising, communications, extra-curricular activities and social events for pupils, parents and staff. Any member of the Parent Forum may be part of any sub-groups set up by the Parent Council and the Parent Council shall endeavour to encourage as many parents as possible to participate. At least one member of any sub-group will be a member of the Parent Council and will have responsibility for communicating between the sub-group and the Parent Council.

3.8 The Parent Council may co-opt up to six non-parent members to assist it with

carrying out its functions. At no time shall the number of co-opted members exceed one third of the total Parent Council membership. It is desirable that co-opted members include staff from the school.

3.9 Co-opted members will be invited to serve for a period up to the next annual meeting after their appointment after which time the Parent Council will review and consider requirements for co-opted membership.

3.10 The Parent Council can choose to invite others to participate in its proceedings. This may include pupils, local councillors and representatives of religious organisations or any other person who in the opinion of the Parent Council is able to make a significant contribution to the work of the Parent Council. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

4. The Chair and other agreed office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be selected by the Parent Council on an annual basis at the annual meeting of the Parent Forum or in the eventuality of a vacancy arising.
5. The Parent Council is accountable to the Parent Forum for The Gordon Schools and will make a report to it at least once each year in its activities on behalf of all the parents. If 50% of 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.
6. The Annual Meeting will be held in June 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 2 weeks in advance. The meeting will include:
 - a report of 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.
7. The Parent Council will meet at least once in every school term. 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. 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 will be confirmed in writing to the member.
8. Copies of the minutes of all meetings will be available to all parents of children at The Gordon Schools and to all teachers at the school. Copies will be available from the Clerk to the Parent Council and from the school office.
9. Meetings of the Parent Council shall be open to the Parent Forum, 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.
10. 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. 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. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

11. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
12. 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 Gordon Schools where this continues.

**'Parent' is used throughout this constitution to mean any member of the parent body of the school, including recognised carers and guardians*