

updated
constitution.
agreed
28/4/14



1. This is the constitution for **Culloden Academy Parent Council**.
2. The objectives of this Parent Council will be:-
 - i. To support the school in its work with pupils.
 - ii. To promote partnership between Culloden Academy & Community Complex, its pupils, their parents and the school's wider community and business partners.
 - iii. To represent the views of parents and strive to be representative across the different communities in the catchment of the school.
 - iv. To report to the parent forum.
 - v. To raise funds, apply for and receive grants, and accept gifts for the benefit of the school.
3. The membership will comprise a minimum of five parents of children attending the school with a maximum size of twenty four eligible members (not including co-opted persons.)
4. The Parent Council members will be selected for a maximum period of two years, after which they may put themselves forward for re-selection if they wish, but must stand down for one year after a three year term – in the event that the maximum number of members is not exceeded then a Parent Council member can put themselves forward to continue beyond the three year term to ensure a working number of members continues to enable the Parent Council to function. All the parents of children at the school can take part in the selection by a suitable mechanism. Parents will have a period of twenty one days to select their representatives. Any parent of a child at the school can volunteer to be a member of the Parent Council, ensuring each year group (S1–S6) and parents from each associated primary school can be represented. In the event that the number of volunteers exceeds the number of places set out in the constitution, anyone not selected to be a member of the Parent Council may be offered the opportunity to be involved in any sub-groups set up by the Parent Council.
5. Two thirds of the Parent Council will be made up of Parent Forum members and one third of the membership will be reserved for other non-voting co-opted members who may include representatives of the Pupil Council, teaching and support staff in the school, Culloden Community Complex, community and local councillors, the police and interested members from the school's catchment area. The head teacher has a right and duty to attend and inform meetings of relevant school issues. 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.
6. The Chair and Vice Chair of the Parent Council should normally be parent members and will be appointed by the Parent Council members immediately following its formation. If their child ceases to be a pupil they will no longer be able to be members of the Parent Council and a new Chair will be appointed at the next meeting. Office bearers will be re-selected annually by the Parent Council at the Annual Meeting of the Parent Forum. If agreed in advance by the Chair and members of the Parent Council, the role of chairing meetings held at venues in the wider community may be passed to a Culloden Academy Parent Council member from that area for that specific meeting.

7. The Parent Council is accountable to the Parent Forum for Culloden Academy and will make a report to it at least once each year on its activities on behalf of all the parents. If 20 or more members of the Parent Forum request an additional meeting to discuss an issue or issues falling within the Parent 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 this Special Meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting by website, e-mail or paper copy.
8. 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 2 weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and any ad-hoc committee(s)
 - a school report by the head teacher (including SQA results)
 - selection of the new Parent Council members as required
 - 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 once in each 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. A quorum consists one third of the Parent Council's voting members. 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.
10. The minutes of all meetings will be available to all who are interested on the school website, from the Secretary of the Parent Council or from the school office.
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 head teacher, or his or her representative, can attend.
12. The Treasurer will open a bank or building society account in the name of the Culloden Academy Parent Council ~~FOCA~~ for all Parent Council funds. Cheques for payments and any other account transactions will require the signature of the Treasurer and one other Parent Council member. The Treasurer will keep an accurate record of all income & expenditure, and will present a summary of this for each Parent Council meeting and audited accounts for the Annual Meeting. The Parent Council accounts will be audited by an auditor appointed at the preceding Annual Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
13. The Parent Council may change its constitution after obtaining consent from a two thirds majority of members of the Parent Forum present at a Special Meeting. Members of the Parent Forum will be advised of any proposed amendment at least 21 days prior to the Meeting to consider the proposal.
14. Should the Parent Council cease to exist, any remaining Local Authority sourced funds will be passed to the education authority to be used for the benefit of a school or schools where the same objectives as Culloden Academy Parent Council continue. Any other Parent Council funds will be transferred to the Culloden Academy School Fund to support the school in its work with pupils.