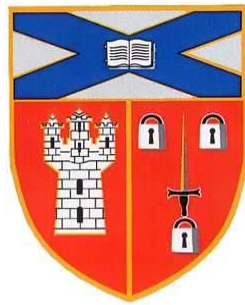




# **Aberdeen Grammar School**



## **Parent Council Constitution**

**Issue Date: September 2021**



1. This is the constitution of Aberdeen Grammar School Parent Council (herein referred to as "the Parent Council"). Throughout this document the term Parent shall be taken to mean parent, carer, or guardian.
2. The functions of the Parent Council as stated in Section 8 of the Scottish Schools (Parental Involvement) Act 2006 are:
  - a) to support the endeavours of those managing the school-
    - (i) to raise standards of education in the school
    - (ii) to secure improvements in the quality of education which the school provides, and
    - (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
  - b) to make representations-
    - (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and its pupils generally,
    - (ii) to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
  - c) to promote contact between-
    - (i) the school,
    - (ii) the Parent Forum,
    - (iii) parents of prospective pupils of the school,
    - (iv) pupils in attendance at the school,
    - (v) the community, and
    - (vi) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
  - d) to report on the council's activities to members of the Parent Forum, as often as appears to the council to be appropriate but in any event-
    - (i) not more than 12 months after the council is established, and
    - (ii) after that report, at intervals of not more than 12 months,
  - e) to ascertain the views of the members of the Parent Forum as regards-
    - (i) the standards of education in the school,
    - (ii) the quality of education which the school provides,
    - (iii) the exercise by the council of its functions, and
    - (iv) such other matters as appears to the council to be of interest or concern to the Parent Forum,
  - f) to collate those views and report them to-
    - (i) the headteacher of the school,



- (ii) the education authority, and
    - (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
  - g) to review from time to time its constitution, and
  - h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.
3. The membership of the Parent Council is
- (i) a minimum of 4 parents of pupils attending the school. The upper membership limit is 30 parents,
  - (ii) A maximum of 6 co-opted members with voting rights to assist it with carrying out its functions. The Parent Council will aim to have a teacher from the school staff, a pupil representative, and a representative of the Aberdeen Grammar Former Pupils' Club as co-opted members each year,
  - (iii) The number of parent members on the Parent Council must always be greater than the number of co-opted members.
  - (iv) The headteacher of Aberdeen Grammar School or their representative has a right and a duty to attend meetings of the Parent Council. Ward councillors will be invited to attend the Parent Council meetings
4. The parent members of the Parent Council will be "selected" for a period of 1 year after which they may put themselves forward for re-selection if they wish. Best endeavours will be made to ensure that within this number each year group is equally represented. Co-opted members will be invited to serve for up to 12 months (or until the next Annual General Meeting), after which time the Parent Council will review and consider requirements for co-opted membership.
5. Any parent of a pupil at the school can volunteer to be a member of the Parent Council. In the event of there being more than 30 volunteers, members will be selected first according to the year group that they represent, this means that if there are 5 or fewer volunteers for any of the year groups those volunteers shall automatically be appointed. Remaining places will be determined by giving prospective members the opportunity to outline what they would bring to the role followed by a vote
6. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group set up by the Council and may also attend meetings in a non-voting capacity.
7. The Parent Council can establish sub-committees as it sees appropriate.
8. The Chair, Vice Chair, Secretary and Treasurer of the Parent 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 or following any resignation. To be eligible for selection as an office bearer, a
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parent should normally have served at least 1 year as a committee member of a Parent Council. The Parent Council will be chaired by a parent of a pupil attending Aberdeen Grammar School. If the young person ceases to be a pupil, a new Chair will be agreed at the next meeting. The Parent Council may appoint a Clerk or Minute Secretary should the need arise.

9. If 100 members of the Parent Forum request a special general meeting to discuss 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 the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
10. The Parent Council will report on its work to the Parent forum annually. This may be by a written report or an annual meeting. The Annual General 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 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 if appropriate
  - discussions of issues which members of the Parent Forum may wish to raise
  - approval of the accounts
11. The Parent Council will meet at least once in every school term (4 times per year). 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. Any 4 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. The quorum for a meeting of the Parent Council is 6 of whom 4 must be parent members. If a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned, and no business conducted.
12. Parents from the Parent Forum can operate a Parent Teacher Association (PTA) to raise funds to support the pupils of the school. The PTA is a subcommittee of the Parent Council and will have its own mission statement and financial arrangements. It will operate under the Parent Council's constitution and will report on its activities to the Parent Council annually at the Parent Council's AGM.
13. 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 two thirds of parent members agree. Termination of membership would be confirmed in writing to the member.
14. If a Parent Council member misses 3 consecutive meetings without apologies or no longer has a child attending the school, their membership of the Parent Council will be terminated.



15. Should a change in circumstances mean that a Parent Council member can no longer fulfil their role, they can resign from the Parent Council by emailing the Chairperson.
16. Copies of the minutes of meetings will be available to all parents of pupils at Aberdeen Grammar School and to all teachers at the school. Copies will be available from the Secretary or Chair of the Parent Council, on the school website and from the school office.
17. 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 their representative, can attend. Non Parent Council members may speak at the discretion of the Chair.
18. 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 signatures of two authorised Parent Council members, one of whom will usually be the Treasurer. The other authorised Parent Council members will include the Chairperson Vice Chair and Secretary.  
The Parent Council may raise funds by any legal means other than borrowing. It may apply for grants and may also receive gifts.  
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 General Meeting.
19. The Parent Council may change its constitution after obtaining the consent of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given 1 month to respond to the proposal.
20. 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.