

Brechin High School Parent Council Constitution

1. This is the constitution for Brechin High 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 encourage partnership between the school, its pupils and all parents.
 - To develop and engage in activities which support the education and welfare of its 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 Parent Council will be selected on a yearly basis.
4. The membership will be a minimum of three and a maximum of twelve parents, carers or guardians of children attending the school. If possible two parents per school year and if not, then spare spaces can be taken up to the maximum. If selection is required, then this will be done by 'names out of a hat'.
5. The Parent Council will also be made up of four teachers and two school staff. If selection is required, then this will also be done randomly as above.
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.
7. The Head Teacher or a representative from the senior management will be welcomed to the parent council meetings but will not have voting rights.
8. If the Parent Council feels that co-opted members from the local community are required, it is empowered to do so.
9. The Chair, Vice-Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. If there is more than one nomination for an office bearer a vote will take place by the Parent Council.
10. The Parent Council will have the power, if needed, to employ a Secretary, but that person will not be a member of the Parent Council and will have no voting rights.
11. The Treasurer will open a bank account in the name of the parent council for all funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member. The Treasurer will keep accurate records of income and expenditure, and will provide a summary of this for each meeting and a full account for the Annual Meeting. The Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
12. Office bearers will be re-selected by the Parent Council on an annual basis.
13. The Annual Meeting will be held in September of each year. The meeting will include
 - A report on the work of the Parent Council.

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- Selection of the new Parent Council
 - Discussion of issues that members of the Parent Forum wish to raise.
 - Approval of accounts and appointment of auditor.
14. The Parent Council will meet at least once in every school term. All meetings will be advertised.
 15. Quorum to be fixed at a minimum of 50 per cent of Parent Council members to enable a meeting to be held.
 16. Should a vote be necessary to make a decision, each parent council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
 17. Any two members of the Parent Council can contact the Chairperson to organise an emergency meeting. The Chairperson is then obliged to organise such meetings within one week's notice to all Parent Council members.
 18. Copies of the minutes of the meetings will be made available at the front reception of Brechin High School, the staff room and the public library in Brechin.
 19. Meetings will be open to the public unless an issue is considered as being on a confidential basis.
 20. If a Parent Council member acts in a way that is considered to undermine the objectives of the Parent Council, their membership shall be terminated if the majority of the members of the Council agree. Termination of membership would be confirmed in writing to the member.
 21. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. The Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
 22. Should the Parent Council cease to exist, any remaining funds will be passed onto Brechin High School.