



Linlithgow Academy Parent Council Constitution

1. This document is the Linlithgow Academy Parent Council Constitution
2. The objectives of the Parent Council are to:
 - | work in partnership with the school to create a welcoming, inclusive school;
 - | promote partnership between the local authority, the school, its pupils and all its parents;
 - | develop and engage in activities which support the education, welfare and social development of the pupils;
 - | 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;
 - | promote parental involvement in their child's education and learning and
 - | support the school, in promoting, a positive ethos.
3. Parent membership of the Council will be a minimum of six and a maximum of twelve parents of children attending the school.
4. Members of the Council will be selected for a period of three years, after which they may put themselves forward for re-selection, for one further term of three years. All the parents of children at the school can take part in the selection.
5. Any parents of a child at the school can volunteer to be a member of the Parent Council. Parents can put their names forward by email, by post or in person for selection at an annual general meeting. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a secret ballot at the annual general meeting.
6. The Parent Council may co-opt persons to assist it with carrying out its functions. These should be from the following groups: teaching staff, other school staff, community members, and school pupils.
7. Co-opted members will be invited to serve for a maximum of three years. The Parent Council will review requirements for co-opted membership each year.
8. The number of parent members on the Parent Council must always be greater than the number of co-opted members.
9. Office bearers (the Chair and Vice Chair) will be selected by the Parent Council on an annual basis at the first meeting after the annual general meeting. The nominees must be from the parent members of the Parent Council.
10. The Head Teacher will chair the first meeting of the Parent Council after an annual general meeting, until a chair is elected, or if no office bearers are elected.
11. The Parent Council is accountable to the Linlithgow Academy Parent Forum, and will report to it at least once each year on its activities on behalf of all the parents.

12 If ten 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. Requests for a special general meeting should be made, in writing, to the Parent Council Chair. The Parent Council shall give all members of the Forum at least two weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

13 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 two weeks in advance. The meeting will include:

- | a report on the work of the Parent Council and any of its committee(s);
- | a report by the Head Teacher;
- | a report by the pupil representatives co-opted to the Parent Council;
- | selection of any new Parent Council members from the Parent Forum; and
- | discussion of issues that members of the Parent Forum may wish to raise

14 The Parent Council will meet at least twice in every school term.

15 At a Parent Council meeting, should a vote be necessary to make a decision, each parent member and co-opted member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

16 Any two 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.

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 head teacher, or his or her representative, can attend.

18 Copies of the minutes of all meetings will be made available to all parents of children at the school and to all teachers at the school. Copies will be available from the Clerk to the Parent Council and from the school office.

19 The Parent Council may change its constitution after obtaining consent from the majority of 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. Changes to the constitution will only be approved at an annual general meeting.

20 Should the Parent Council cease to exist, any remaining funds should be distributed for the benefit of the school, where this continues.

Please note, the definition of the term *parent*, as used in this constitution, is that provided by the Scottish Schools (Parental Involvement) Act 2006:

“*parent* includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1(3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person”.