

# newstruan school

## PARENT COUNCIL CONSTITUTION

### **AIMS**

- a) to promote close co-operation and communication between parents and staff
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school aligned to the vision below:

**At New Struan School, our vision is to enable our pupils to become included, confident learners in the community.**

### **Included**

- We enable our pupils to feel part of something and be actively participating members of their family, school and community.
- We enable our pupils to be included in the decisions that affect their lives.

### **Confident**

- We want our pupils to feel confident that they are in a safe environment with the support of people that understand them.
- By recognising achievements, we want our pupils to feel confident in their abilities and optimistic about what they can achieve.
- We want our pupils to feel comfortable and confident when expressing themselves to others.

### **Learners**

- We know that young people with autism can be successful learners and we strive to provide the structured and supportive environment which enables them to reach their full potential.
- We enable young people to develop the skills that allow them to access the same opportunities and experiences as their peers.

**We believe that to successfully achieve our vision, it requires us to have strong links with parents, ensuring the needs of each young person are met through a truly collaborative approach.**

### **POWERS**

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

## **NUMBER OF COMMITTEE MEMBERS**

The membership consists of parents/ carers of children attending New Struan School and school staff as selected by the members.

## **GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in a month still to be decided each year. The notice calling the meeting shall be sent to the members of the Parent Council at least two weeks in advance.

The business shall include:

- a) the work of the Parent Council
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/ full Parent Council Committee member present at the meeting.

At all general meetings the quorum shall consist of one Parent Council member and Head Teacher (or designated deputy from the staff).

The Parent Council or 2 of the members shall have power to call an Extraordinary General Meeting.

## **PARENT COUNCIL MEMBERSHIP**

Members of the Parent Council Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council Committee at the first meeting after the AGM.

The Parent Council Committee may co-opt up to 5 to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member. This may be done on a rotational basis at each meeting.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

## **MEETINGS**

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form a quorum.

All Parent Council meetings shall be open and any member may attend although they will not have voting rights.

## **FINANCE**

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The Parent Council shall be responsible for ensuring that all property/money received by/ for the members/ Committee shall be applied for the aims of the Parent Council.

## **CHANGES TO THE CONSTITUTION**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## **DISSOLUTION**

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/ or Local Authority as necessary.