

This is the constitution for **Mackie Academy Parent Council** (herein referred to as "the Parent Council").

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council and which are more fully explained in the Guidance to the Act. This constitution should be interpreted in conjunction with the Act and the Guidance with the understanding that where there is conflict it is the provisions of the Act that will take precedence.

Throughout this document the term Parent shall be taken to mean parent, carer or guardian.

### **Aim and purpose**

The objectives of the Parent Council are:

1. To work in partnership with the Academy to create a welcoming school that is inclusive for all parents
2. To promote partnership between the Academy, its pupils and all its parents
3. To develop and engage in activities which support the education and welfare of the pupils
4. To identify and represent the views of parents on the education provided by the Academy and other matters affecting the education and welfare of the pupils

### **Membership**

The membership of the Parent Council shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the Academy may volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by election if necessary. The headteacher of the Academy, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.

As a minimum there shall be ten (10) parents of children attending Mackie Academy. The maximum number of parent members shall be twenty (20). Best endeavours will be made to ensure that within this number each stage of the Academy is equally represented, the stages being S1/S2, S3/S4 and S5/S6.

Appointment of Members shall take place at the Annual Meeting.

Vacancies may be filled at any time after the Annual Meeting should further volunteers come forward. In seeking to fill vacancies the Parent Council shall have due regard to balanced representation of the stages.

Parent Council members will be selected for the period up to the next Annual Meeting after which they may put themselves forward for re-selection if they wish.

Any other member of the Parent Forum may be part of any working groups set up by the Parent Council.

The Parent Council may co-opt non-parent members to assist it with carrying out its functions. At no time shall the number of co-opted members exceed one third of the total Parent Council membership. Best endeavours will be made to ensure that co-opted members include two (2) members of the teaching staff, one (1) member of the support staff, and two (2) senior pupils from the academy, one (1) representative from the PTA committee and one (1) representative from the local community

Co-opted members will be invited to serve for the period until the next Annual Meeting after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council can choose to invite others to participate in its proceedings. This may include the Local Councillors in whose wards the Academy's catchment area falls and a representative from each of the Parent Councils of the primary schools feeding in to the Academy. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

### **Office Bearers**

At the first meeting of the Parent Council following its formation Parent Council members will appoint a Chair, Vice Chair, PTA Liaison and Clerk.

Office bearers will be re-selected by the Parent Council on an annual basis at its first meeting following the Annual Meeting of the Parent Forum.

The Parent Council will be chaired by a parent of a child attending Mackie Academy. If the child ceases to be a pupil, the Vice Chair will fill the role until a new chair is agreed at the next meeting.

## **Annual Meeting**

The Parent Council is accountable to the Parent Forum of Mackie Academy and will make a report to it at least once each year on the activities it has carried out on behalf of all of the parents.

This shall be done at an Annual Meeting.

A notice of the meeting including date, time, and place will be sent out in advance of the meeting. The notice will be sent to all members of the Parent Forum.

The meeting will include:

- A report on the work of the Parent Council and its working groups
- Selection of the new Parent Council
- Identification of issues that members of the Parent Forum may wish the Parent Council to pursue
- Approval of the accounts and appointment of the auditor

The meeting will be chaired by the outgoing Parent Council Chair.

In the event of a vote being required on any issue at the meeting, then all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie.

## **General Meetings**

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

To be quorate a minimum of 50% of the parent members of the Council must be present at the 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.

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 his or her representative, can attend.

Any two parent members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given notice of the date, time and place of the meeting and the reason for the meeting being called.

### **Special General Meeting**

If 5% of the 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 Parent Forum notice of the meeting and circulate notice of the matter, or matters, to be discussed at the meeting.

### **Minutes of Meetings**

Copies of the minutes of all Parent Council meetings will be available to all parents of children at Mackie Academy and to all staff at the Academy. Copies will be available from the Clerk to the Parent Council and from the Academy office.

### **Parent Council Finances**

The Clerk will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Rector and one of the other nominated Parent Council members.

The Clerk 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 Meeting.

The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

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The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

### **Termination of Membership**

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 will be confirmed in writing to the member.

### **Changing the Constitution**

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum.

All members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

The proposal shall be accepted if a majority of those who respond within the given time agree.

### **Dissolution of the Parent Council**

Should the Parent Council cease to exist, any remaining funds will be passed to the Academy to be used for the benefit of the pupils, where this continues.

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