

GRACEMOUNT HIGH SCHOOL PARENT COUNCIL CONSTITUTION

AIMS AND OBJECTIVES

- To promote partnership between the School, its pupils, its parents and the wider community.
- To represent the views of the Parent Forum on matters affecting the education and welfare of the pupils.
- To provide a focus for parental involvement on issues that affects the school.

MEMBERSHIP

General

The number of parent members on the Parent Council must always be greater than the total number of co-opted, Teacher and Pupil members.

Parents

Anyone who is a member of the Parent Forum can volunteer to be a member of the Parent Council.

There will be a minimum number of three Parent Members.

In the spirit of Parental Involvement no maximum number is set. If the number of Parents volunteering is found to be too large for the practical running of meetings, then further consideration would be given to limiting the number of parents including opportunity to join any subgroups of the Parent Council.

Teachers

The teaching staff will be given the opportunity for a representative to become a member of the Parent Council. The Teaching staff member can be rotated amongst those wishing to join in a manner in which they decide.

Pupils

The Pupil Council and Senior Pupils will be given the opportunity for a representative to become a member of the Parent Council. The Pupil member can be rotated amongst those wishing to join in a manner in which they decide.

Co-opted Members

The Parent Council has the right to invite up to two co-opted members from the wider community to join the Parent Council. The co-opted Members should be able to bring an objective outside view and have an interest in the activities and progress of the school.

Voting Rights

All members of the Parent Council will have voting rights, with the Chair having a casting vote in the event of a tie.

Office Bearers

The Parent Council will select the office bearers.

The Parent Council must be chaired by a Parent Member.

Conduct

All members should be aware of and adhere to the Aims, Objectives and Rules of the Parent Council. If a complaint is raised about the conduct of a member the matter will be investigated by the Chair. If the complaint is upheld the following action may be taken after consultation with the Parent Council, the member can be counselled, given a verbal warning, given a written warning or membership terminated.

MEETINGS

General Meetings

The Parent Council will meet 6 times in the school year.

Additional/Emergency Meetings

Additional or emergency meetings can be called by the Chair.

Annual Meeting

One of the general meetings will be designated an Annual General Meeting to report back to the Parent Forum.

Special General Meetings

A Special General Meeting could be called at the request of at least 25 members of the Parent Forum.

Minutes

Minutes of meetings will be published on the school website, posted on a school notice board and copies will be available from the school office on request.

Confidentiality

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 parent members of the Parent Council can attend although the Parent Members can invite any party they consider is appropriate to the issue.

FINANCE

The Parent Council will conduct its financial affairs in accordance with the guidance from the City of Edinburgh Council, Parental Involvement Unit contained in the document 'A guide to good financial practice for Parent Councils'

The Parent Council shall be responsible for ensuring the budget it receives is used in accordance with the objectives of the Parent Council.

REVIEW AND CHANGES TO THE CONSTITUTION

The constitution will be reviewed annually. A vote would be held at the Annual General Meeting of the Parent Forum to approve any changes.