



This is the constitution for Alloa Academy Parent Council.

Objectives

The objectives of Alloa Academy Parent Council are:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents
- to promote partnership between the school its pupils and all its parents
- to develop and engage parents in activities which support the education and welfare of the 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

Membership of the Parent Council

(Depending on the size of the school and with the agreement of the Parent Forum), the membership of the Parent Council will be made up of a minimum of 5 parents/carers of children attending the school. It will also have a maximum size of 14. (Depending on the size of the school and with the agreement of the Parent Forum), Parent Council members will be selected for a period of two years after which they may put themselves forward for re-selection if they wish.

The headteacher of the school has a right and a duty to attend meetings of the Parent Council, or to be represented. The headteacher will advise the parent Council on all issues relating to the work of the school and what it does to involve parents as well as general education matters of interest to the Parent Council.

The Parent Council may co-opt individuals from the Parent Forum, from the pupil body, from the school staff and/or from the wider community to assist it with carrying out its functions. The number of parent/carer members on the Parent Council should always be greater than the number of co-opted members (see Appendix 1).

Co-opted members will be invited to serve for a period of up to two years after which time the Parent Council will review and consider requirements for co-opted membership. A meeting of the Parent Council shall be quorate if a minimum number of 3 parent members are present (see Appendix 1).

The Selection Process

All members of the Parent Forum will be invited to volunteer to join 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 a means or criteria agreed by the Parent Forum, for example:

- Holding an election
- Taking names from a hat
- Choosing parent representation across year groups in the school
- Choosing parent representation of diversity within the school community

Depending on the size of the school and with the agreement of the Parent Forum, all parents/carers of children at the school can take part in the selection of members of the Parent Council by post, text or email. Parents will have four weeks to select their representatives.

The Parent Forum may offer unsuccessful 'candidates' or volunteers the opportunity to join the Parent Council as co-opted members (see paragraph above) or as members of any sub-committees which the Parent Council may set up.

Office Bearers and Associated Functions

The Parent Council's office bearers (the Chairperson, Secretary and Treasurer of the Council) will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis at the annual general meeting of the Parent Forum.

The Chairperson of the Parent Council must be a parent/carer of a child attending Alloa Academy School. If the Chairperson's child ceases to attend the school, a new Chairperson will be agreed at the next meeting of the Parent Council. The Secretary and Treasurer of the Parent Council may be co-opted members of the Council.

The Parent Council is accountable to the Parent Forum of Alloa Academy School and will make a report to it at least once each year on its activities on behalf of all the parents.

The Parent Council will hold an Annual General Meeting of the Parent Forum of Alloa Academy School in April 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 its committee(s)
- selection of new Parent Council members
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of an external auditor.

If a minimum of 4 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 within six weeks of receiving the request for such a meeting. The Parent Council shall give all members of the Forum at least two weeks notice of such a meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

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

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie. Decisions reached in this way should be recorded fully and carefully in the minutes of the meeting.

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 would be confirmed in writing to the member. In such circumstances, the Parent Council will make arrangements to fill the vacancy arising from such a termination.

Copies of the minutes of all meetings will be available to all parents of children at Alloa Academy School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office. A copy of the minutes of all meetings shall be sent to the Education Authority. Where such exists, they will also be placed on Alloa Academy School's website.

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.

Local elected members shall be invited to attend meetings of the Parent Council, subject to same considerations as above.

Financial Arrangements

The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. The agreement of a general meeting of the Parent Forum shall be required in this regard. Withdrawals will require the signature of the Treasurer and either the Secretary or Chair of the Parent Council.

Any bank or building society accounts operated on behalf of the Parent Council shall not be overdrawn.

The Treasurer 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 an external auditor appointed at the previous Annual Meeting. The Parent Council accounts may be inspected by any member of the Parent Council giving at least one week's notice to the Treasurer.

The financial year of a Parent Council shall run from the 1st of April in any year to the 31st of March in the following year. Clackmannanshire Council, through its Internal Audit Service, shall have a right of access to the Parent Council's financial records. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

The Parent Council may change its constitution (incorporating its Standing Orders) with the consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given 4 weeks to respond to any proposed changes.

Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school (or schools), where this continues.

Appendix 1

Suggested Parent Council membership according to school size

School Roll	Parent Forum members Min/max	Proportionate co-opted members	Quorum
Up to 500	4/14	2/4	3
500 - 1000	5/14	2/4	3
1001 - 1500	6/14	3/5	4
Over 1501	7/14	3/5	5