



## **Linlithgow Academy Parent Council Constitution**

### **1. AIMS**

- a) to promote close co-operation and communication between parents and school staff
- b) to promote equality, diversity, inclusion and fairness
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- d) to engage in activities which support and advance the education and welfare of pupils attending the school

### **2. 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 Parent Forum.

### **3. NUMBER OF MEMBERS**

The membership consists of parents/carers of children attending Linlithgow Academy as selected by the Parent Forum. Parent membership of the Parent Council shall be a minimum of 6 and a maximum of 15 parents attending the school.

### **4. GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the AGM shall be sent to the Parent Forum at least two weeks in advance. The outgoing Chair will chair the AGM until the election of members for the next year. A new Chair will be elected at the AGM for the next year. The business shall include:-

- a) a report on the work of the Parent Council and any of its committees;
- b) a report by the Headteacher;
- c) a report by the pupil representatives co-opted to the Parent Council;
- d) election of members to serve on the Parent Council;
- e) election of Office Bearers of the Parent Council; and
- f) any resolutions submitted by the Parent Forum.

At all general meetings, voting shall be on the basis of one vote per Parent Forum member present at the meeting or by acclamation.

At all general meetings the quorum shall consist of 8 members of the Parent Forum.

If 10 members of the Parent Forum request a Special General Meeting (SGM) to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. Requests for a SGM 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.

## **5. PARENT COUNCIL MEMBERSHIP**

Members of the Parent Council shall be appointed and re-elected at the AGM. 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 AGM. In the event that the number of volunteers exceeds the number of vacancies, members will be selected by a ballot at the AGM. For the ballot there will be one vote per Parent Forum member present at the AGM.

Members of the Parent Council shall serve for a two year term and be eligible for re-selection. Preference for available places on the Parent Council will be given to volunteers who have served for less than 2 continuous terms (4 years), unless the volunteer is applying for an office bearer position. The maximum continuous term of serving on the Parent Council is 6 years. The elections must occur at the AGM or SGM. Parents shall always form the majority of the Parent Council.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Council. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.

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 – one vote as a PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

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

A member of the Parent Council can be removed at an AGM or SGM by approval of two-thirds of the Parent Forum members present. All members of the Parent Council are referred to the Parent Council Member Guidelines for expected standards of conduct.

## **6. ELECTION OF OFFICE BEARERS**

The Office Bearers will be Chairperson, Vice Chairperson, Clerk, and such others as may be required. The Office Bearers will be elected by the Parent Council at the AGM by acclamation. Nominees must be from the parent members of the Parent Council. Where there is more than one candidate for each position, the Office Bearer will be elected by majority vote of the members present. The Headteacher will chair the meeting of the Parent Council if no office bearers are elected.

Upon resignation of the Chair, the members present shall elect a new Chair for the remaining term until the next AGM. The Headteacher shall chair the meeting until a new Chair is appointed.

The Clerk to the Parent Council is an independent support role. Ideally, the Clerk should not be a member of the Parent Council and they will not have voting rights. However, a member of the Parent Council is not excluded from the role of Clerk provided any conflict of interest between the roles is declared before casting a vote.

The Clerk shall be responsible for keeping accurate minutes of all meetings. Approved minutes shall be published on the Linlithgow Academy website within 2 weeks of the meeting.

## **7. CO-OPTED MEMBERS**

The Parent Council may co-opt up to 9 persons to help carry out its functions at any time. The Parent Council shall determine at the time of appointment whether the co-opted member has any voting rights. The co-opted members shall retire at the AGM but may be co-opted for a further term or stand for election as a full member, if eligible.

## **8. MEETINGS**

Meetings of the Parent Council shall be held at least twice in every school term in addition to the Annual General Meeting. At all meetings of the Parent Council 6 Parent Council members with voting rights shall form a quorum.

Meetings of the Parent Council shall be open to the parent forum, 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 their representative, can attend.

## **9. CHANGES TO THE CONSTITUTION**

Changes or additions must be made at an AGM or SGM 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.

## **10. DISSOLUTION**

In the event that the Parent Council ceases to exist any remaining funds pass to the Local Education Authority to use for the benefit of the school.

*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".*



## **Linlithgow Academy Parent Council Member Guidelines**

Member Guidelines are to help the selected volunteers understand their role as a Parent Council member. Thank you for your participation.

### **MEMBERS SHOULD**

- Support the ethos and values of the Parent Council and make it a welcoming place for all parents/carers, co-opted members and guests
- Be aware of equality, diversity, inclusion and fairness
- Feel like their work makes a difference to the school community
- Treat everyone as an equal and always be respectful towards each other
- Ensure guests leave meetings with a positive view of the Parent Council and what it is trying to achieve
- Respect and keep to the decisions made at Parent Council meetings
- Be involved and help out wherever possible
- Work with the utmost integrity, specifically in dealing with financial matters
- Declare any conflict of interest and avoid situations which could cause improper conduct
- Comply with the demands of external regulatory bodies
- Be aware only members of the Parent Council have a right to vote.

### **MEMBERS SHOULD NOT**

- Discuss personal issues relating to children, parents or school staff
- Post content on social media that is negative or abusive towards the school or members of its community
- Discuss issues with the media without prior agreement.

### **PARENT COUNCIL MEETINGS**

- Time should be used effectively
- Everyone should be given a chance to speak and to be heard, directed by the Chair
- All speakers should address the Chair

- Members should contribute constructively at meetings
- Each contribution should be valued and respected
- No member of Parent Forum/guests should leave feeling belittled or excluded
- Decisions will be made in the best interests of the whole school community
- If a vote is needed, everyone on the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members.

**PARENT  
COUNCIL  
TERMS OF  
OFFICE**

<b>Years in Parent Council</b>	<b>Re-joining approach</b>
1 and 2 (1 <sup>st</sup> term)	First term in parent council
3 and 4 (2 <sup>nd</sup> term)	Can re-join on level playing field with others joining for first time. Can volunteer for leadership position
5 and 6 (3 <sup>rd</sup> term)	Can re-join if available space. Can volunteer for leadership position.
If a year or more spent away from PC	Can re-join as if joining for the first time. Can volunteer for leadership position.

Date approved: September 2020  
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