

Bannerman High Parent Council

Constitution

1. The Parent Council shall be known as Bannerman High Parent Council (BHPC)

2. The objectives of Bannerman High Parent Council are:

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

3. The powers of the parent council shall be:

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.

4. Parent Council Membership

The membership of the Parent Council consists of parents/carers of children attending Bannerman High School as selected by the Parent Forum. The Parent Council shall have a minimum of four and a maximum of twenty-five.

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

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 at the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council can invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

The Parent Council may co-opt up to 3 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Each parent/carers 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.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

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.

5. Ordinary Meetings

Meetings of the Parent Council shall be held bi-monthly. Meetings may take place virtually (e.g. online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Parent Council ~~six~~⁴ members in attendance shall form a quorum.

All Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

6. General Meetings

The Annual General Meeting (AGM) shall be held in March each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include: -

- a) the work of the Parent Council
- b) approval of the accounts
- c) any resolutions submitted by the Parent Forum
- d) election of members to serve on the Parent Council
- e) election of office bearers

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of ~~six~~⁴ members.

The Parent Council or 30 or 10% of the current school roll of the Parent Forum (whichever is the greater) shall have power to call an Extraordinary General Meeting.

7. 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 Parent Council members. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance three weeks before the AGM and the accounts shall be reviewed by a suitably competent person. The Treasurer should report on finances at every meeting.

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

8. 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 all parents/carers present.

9. Dissolution

In the event that the Parent Council ceases to exist, any remaining funds will be passed to Bannerman High School but must be used to advance education for the benefit of families or pupils at the school. This will be discussed prior to dissolution between office bearers and the Head Teacher.

