



MILLTIMBER SCHOOL

CONSTITUTION FOR THE PARENT COUNCIL OF MILLTIMBER SCHOOL

A Parent Council under the terms of the Scottish Schools (Parental Involvement) Act 2006 and any subsequent amending legislation.

VERSION	DATE	COMMENT
0.1	June 2014	First Draft
0.2	01/11/2014	Updated with comments from Steering Group Meeting
0.3	05/12/2014	Updated with comments from Parent Council. To be circulated to Parent Forum for comment.
0.4	25/01/2015	Comments from PF and treasurer incorporated.
0.5	28/01/2015	Updated formatting and pdf

CONTENTS

Reference	Description	Page
	Cover	1
	Version Control	2
	Contents	3
1	Introduction	4
2	Aims and Objectives	4
3	Accountability	4
4	Constitution Changes	4
5	Membership and Meeting Quorum	4
6	Election of Office Bearers	5
7	Annual General Meeting	6
8	Extraordinary General Meeting	6
9	Parent Council Meetings	6
10	Voting Process	7
11	Parent Council Minute	7
12	Termination of Parent Council Membership	7
13	Parent Council Funds	8
Appendix A	Roles and Responsibilities of Office Bearers	8 to 10
	Glossary	11

1. Introduction

This is the constitution for the Parent Council (PC) of Milltimber School and Nursery, referred in this document as Milltimber School.

2. Aims and Objectives

The aims and objectives of Milltimber School PC are to:

- 2.1 Work in partnership with Milltimber School to create a welcoming and inclusive environment.
- 2.2 Promote partnership between the school and its staff, its pupils, Parent Forum (PF) which comprises all parents, carers and guardians of pupils in the School and local communities.
- 2.3 Identify and represent the views of parents on the education provided by the School and on any other matter affecting the education and welfare of pupils.
- 2.4 Make representations to the Head Teacher, City of Aberdeen Education Authority or other relevant body on issues relating to parental involvement in education.
- 2.5 Work with the School, PF, Cults Associated Schools Group (ASG), Aberdeen City Parent Council Forum and Aberdeen City Council on any matter affecting the education and welfare of pupils.
- 2.6 Be involved in the recruitment, selection and appointment of the Head Teacher and Senior Management Team.

3. Accountability

The PC is accountable to the parent and carers of the Milltimber School pupils, the PF, and will make a report to it at least once each year on its activities on behalf of the parents.

4. Constitution Changes

All the changes to this constitution must be approved by the PF by ballot. The PC may recommend change to its constitution by majority vote of PC members.

5. Membership and Meeting Quorum

- 5.1 Any Parents, carers and guardians of pupils at the School (the PF members) can join the PC at the Annual General Meeting (AGM).
- 5.2 The minimum number of PC members will be eight (8), all of whom will be part of the PF.
- 5.3 The maximum number of PC members will be twenty (20).
- 5.4 The PF should endeavour to include a minimum of one representative from each year group, including the nursery.

- 5.5 In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a vote by a majority show of hands by PF members present.
- 5.6 Members of the PF may join the PC outside the AGM meeting by a majority show of hands by existing PC members present if there are still vacant posts in the PC.
- 5.7 Membership of the PC will be for a maximum period of two years, after which members may put themselves forward for re-election at the AGM.
- 5.8 The PC can co-opt members from outside the PF who may include school staff, local councillors, community health and police officers and local industry representatives. Co-opted members can be appointed to carry out specific roles on projects/initiatives or can be invited to serve for a period of one year.
- 5.9 The PC will review and consider requirements of co-opted membership at the AGM. At least 60% of the PC must be PF members.

6. Election of Office Bearers

- 6.1 The PF will appoint/affirm Office Bearers for each year at the end of its AGM. The Office Bearers will include:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
- 6.2 The Office Bearers will be selected from the members of the PC and Office Bearers can only stand for a maximum period of two years in a single post.
- 6.3 Nominees for the post of PC Chair, PC Vice-Chair, PC Secretary and PC Treasurer must be proposed and seconded.
- 6.4 The Chair should be the first office bearer appointed/affirmed at the end of the AGM each year. If there is only one nominee, they will be elected unopposed.
- 6.5 In the event of more than one candidate seeking election to the post, the office holder will be selected in the first instance by agreement after general discussion, but if agreement cannot be reached a vote will be held by a show of hands by all members of the PF in attendance.
- 6.6 In the event of a tie for the election of the PC Chair, the incumbent PC Chair will hold a casting vote.
- 6.7 For all other Office Bearers the casting will be held by the newly appointed / affirmed PC Chair.

Appendix A details the Roles and Responsibilities of Office Bearers.

7. Annual General Meeting (AGM)

- 7.1 The inaugural AGM will be held in November 2014 and subsequent AGMs will be held in October of each year.
- 7.2 A notice of the AGM including date, time and place will be sent to all members of the PF at least two weeks in advance by the PC Secretary.
- 7.3 The AGM Agenda will include
 - A report on the work of the PC and any subgroups formed.
 - Approval of the PC accounts.
 - Discussion of issues raised by members of the PF.
 - Selection of new PC members.
 - Election of Office Bearers.
 - Setting of dates for future PC meetings.

8. Extraordinary General Meeting (EGM)

- 8.1 Members of the PF may request an EGM to discuss an issue which parents consider to be of sufficient importance and falls within the aims and objectives of the PC.
- 8.2 An EGM of the PC can be called if requested by majority of the PC or at least 5 members of the PF and should be made as a signed letter addressed to the PC Chair.

9. Parent Council Meetings

- 9.1 The PC will aim to meet at least once a term; these meetings will be open to all members of the PF to attend. School teaching and support staff are welcome to attend PC meetings.
- 9.2 For a PC meeting to proceed there requires to be at least two Office Bearers in attendance.
- 9.3 Members of the PF who are not members of the PC will have the right to speak at the meeting.
- 9.4 All PF members who wish to contribute to or add an agenda item to a PC meeting should intimate this to the PC Secretary at least a week in advance of the meeting.
- 9.5 The PC Secretary will record the minutes; if PC Secretary unavailable, an Office Bearer will be nominated at the meeting to take the minute.
- 9.6 As the principal advisor to the PC, the Head Teacher has the duty and the right to attend meetings, or to nominate a representative.
- 9.7 When the PC discuss any matter that is considered confidential by a majority of the members present, only members of the PC and the Head Teacher, or his / her representative, will attend.
- 9.8 All those attending a PC meeting must at all times treat other attendees and

visitors with respect. If any person attending a PC meeting acts in a way that is considered offensive by others or to either undermine or be inconsistent with the aims and objectives of the PC, the PC Chair will have the right to request the person to leave the meeting.

10. Voting Process

- 10.1 Should a vote be necessary at a PC meeting, only parent members of the PC present will have a vote.
- 10.2 If a vote is held outside the PC meeting, PC members will cast their votes in writing to the PC Secretary.
- 10.3 In any vote, the PC Chair will have the casting vote in the event of a tie.

11. Parent Council Minute

The approved minute of every PC meeting can be obtained from the School Office and will be posted on the PC notice board in school.

12. Termination of PC Membership

- 12.1 If a child ceases to be a pupil at the School, the parent must stand down from the PC.
- 12.2 If a PC member acts in a way that is considered by the other members to either undermine or be inconsistent with the aims and objectives of the PC, their membership of the PC can be terminated. Termination of membership must be agreed by a two thirds majority of the PC.
- 12.3 The notification of PC membership termination shall be given in writing by the PC Secretary.

13. Parent Council Funds

- 13.1 The treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. The account should be set up to operate with a minimum of 3 signatories, normally the Treasurer and two other Parent Council members. Withdrawals will require the signature of the Treasurer and one of the other named Parent Council members.
- 13.2 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 financial year shall run from 1st April to 31st March. The Parent Council accounts will be audited by the Auditor appointed at the previous Annual Meeting.
- 13.3 The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- 13.4 Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of the school, where this continues.

Appendix A

Roles and Responsibilities of Office Bearers

1. PC Chair

The primary role of the PC Chair will be to guide the PC to achieve its aims and objectives and to chair meetings of the PC.

The duties of the PC Chair will include, but not be limited to:

- liaising with the Head Teacher on school and PC activity to ensure an effective collaborative partnership.
- liaising with the PC Secretary in respect of agenda and meeting arrangements and ensuring that this is done in accordance with the Constitution.
- welcoming members and introducing guests attending meetings.
- chairing meetings and facilitating fair discussions that encourage every member to participate.
- approving minutes prior to issue and working to ensure that decisions and action points are carried out.
- appointing PC members to subgroups with a clear remit to report back to the PC on specific issues that arise.
- liaising with the PC Treasurer to ensure proper financial accounts are maintained and that reports on the finances of the PC are provided at meetings.
- being a signatory for the PC bank account.
- taking a lead role in preparing the Annual Report for the AGM.
- acting as spokesperson for the PC, ensuring PC views, aims and objectives are represented.
- ensuring that there is thorough representation and inclusion of all parents in the PC.

2. PC Vice-Chair

The duties of the PC Vice-Chair shall include, but will not be limited to:

- assisting the PC Chair in fulfilling their role and responsibilities.
- deputising for the PC Chair as required and ensure that all PC Chair responsibilities are fulfilled.
- ensuring that there is thorough representation and inclusion of all parents.
- be a signatory for the PC bank account.

3. PC Secretary

The duties of the Secretary shall include but will not be limited to:

- making arrangements for meetings and preparing agendas in consultation with the PC Chair.
- ensuring all interested parties are informed in good time of meetings and are provided with a copy of the agenda, any supporting papers and the draft minute of the previous meeting.
- recording attendees at meetings together with any apologies for absence.
- updating attendees about any relevant correspondence received.
- minuting the meeting, recording details of any decisions taken and any further action to be progressed by members of the PC.
- chairing PC meetings if PC Chair and Vice-Chair are not present.
- being a signatory for the PC bank account.
- ensuring that there is thorough representation and inclusion of all parents.

The PC will reserve the right to remunerate any person appointed as PC Secretary for any reasonable costs incurred in fulfilling their duties. Details of any such costs will be reported annually by the PC Treasurer at the AGM.

4. PC Treasurer

The PC Treasurer has the primary duty to ensure proper handling of the finances of the PC.

The duties of the PC Treasurer will include, but will not be limited to:

- maintaining a clear and accurate book-keeping system, recording details of all income and expenditure of the PC.
- maintaining a bank account for the PC and be a signatory for the PC bank account.
- reporting to any PC meeting details of any financial transactions since the last report and providing details of sums of money available for future expenditure.
- arranging, in consultation with the PC Chair, for the accounts to be checked by an independent auditor ahead of the AGM.
- providing a detailed financial statement for the Annual Report to the PF at the AGM and answer any queries in respect of the accounts.

5. PC Members

All PC members have a responsibility to:

- ensure that there is thorough representation and inclusion of the PF.
- fully participate in the business of the PC and to support the PC Chair in pursuing the PC's aims and objectives.
- participation in any sub-groups formed to progress specific projects/initiatives. Members of the PC may be assisted in these subgroups by any other member of the PF or such other persons deemed suitable by the PC. Members will report their progress to the PC Chair at subsequent meetings of the PC.
- assisting with fundraising and event support, as required.
- contributing to gift solicitation and grant applications, as required.
- building and maintaining community networks for the betterment of the school.

GLOSSARY

Abbreviation	Meaning
AGM	Annual General Meeting
ASG	Associated School Group
EGM	Extraordinary General Meeting
PC	Parent Council
PF	Parent Forum