**Breadalbane Academy Parent Council Constitution**

**1. Objectives**

* The Parent Council will work as a partnership between parents & carers, school staff, and pupils to improve the learning experience of our young people.
* The Parent Council will provide an opportunity for constructive dialogue between parents & carers, school staff, and pupils.
* The Parent Council will encourage parental involvement and ensure that the views of parents and carers are represented and taken into account.
* The Parent Council will represent the views of the parent body to the Education Department of the Local Authority.
* The Parent Council will be actively involved in the appointment of senior staff.
* The Parent Council will provide a link between the Student Council and parents & carers.
* The Parent Council will seek to foster links between the school and the wider community in Highland Perthshire.
* The Parent Council will fund raise to provide additional equipment and resources for the school, to facilitate school events, and to devise events that are enjoyable and encourage parental participation.
* The Parent Council will report on its activities to the Parent Forum at least annually.

**2. Membership**

* Membership of the Parent Council shall be open to all parents and carers of children at the nursery, primary, and secondary school.
* To become a member of the parent council, a parent simply has to come to a meeting and ask to be made a member. He or she will be a full member, with voting rights, starting from the following meeting.
* Members of the school staff who are also parents or carers of young people at the school are also eligible for membership.
* There should be a minimum of six Parent Members to be elected at the annual Parent Forum meeting either by a show of hands or by ballot.
* Where possible each part of the school (nursery, primary, and secondary) and each part of the catchment area should be represented.

The Parent Council may co-opt additional members as appropriate to include but not be limited to: The depute responsible for the primary school

* A member of staff from the secondary school
* A member of staff from the primary school
* A representative from the secondary school Student Council
* A representative from the primary school Student Council
* A representative from the Recreation Centre
* A Church representative
* Local councillors

**3. Meetings**

The Parent Council will organise at least one Annual Meeting of the Parent Forum at which it will report on its activities, present audited accounts, and at which elections or nominations for the next year’s Parent Council members will be held.

* Regular meetings will take place monthly during term time.
* Regular meetings will be open to all parents & carers.
* A clerk will be appointed to take the minutes of meetings which will be posted on the School’s web site and displayed in the school library and any other medium.
* Advance notice of the dates, times, and venues of future meetings will also be posted on the School’s web site, displayed in the school library and any other medium.
* The aim of the Parent Council is to discuss issues of general relevance to the parent body as a whole: discussions of specific matters relating to individuals should be avoided.
* In the event of a vote being required, only parent representatives are entitled to vote and the Chair will have a casting vote, or in the absence of the chair, the Vice Chair.

**4. Office holders**

The Parent Council will elect a Chairperson and a Vice Chair who must be parent members. The Chair must serve for a minimum of one year and must be submitted for re-election by the Council every two years.

The Parent Council will appoint a Treasurer for a minimum term of one year. The Treasurer can be any member of the Parent Council – parent or co-optee. The Treasurer must be submitted for re-election by the Council every two years.

The Parent Council will appoint a clerk who will be responsible for taking minutes of meetings, publishing minutes, booking venues for meetings, and dealing with the Council’s correspondence.

**5. Funds**

The Parent Council may open a bank account for the purposes of fund raising. The account should have 3 signatories of which two should sign any cheques. One should always be either the Chair or the Treasurer

Audited accounts will be prepared annually and presented to the annual Parent Forum meeting.

**6. Modifications to the Constitution.**

The Parent Council may make changes to this Constitution but all changes must be approved by the Parent Council within a year.