**Breadalbane Academy Parent Council Constitution**

**1. Objectives**

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

**2. Membership**

* Membership of BAPC shall be open to all parents & 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.

BAPC 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**

BAPC 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 BAPC 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**

BAPC will elect a chairperson and a Vice Chair who must be parent members.

Details of the role of chair:

* The Chair shall serve for one year.
* He or she must be submitted for re-election every year.
* The chair shall be a neutral arbiter and facilitator of discussions and shall avoid taking sides
* The chair will only have a vote in the event of a tie, in which case he or she will have the casting vote.
* Between meetings the chair will coordinate with parents, parent-council members, the school and other stakeholders to ensure that:
	+ BAPC gets an answer to parent questions, raised in the meeting or other means, from the school, council or other relevant body.
	+ Actions and decisions are followed up and completed.
* The chair can delegate administration and follow-up work as necessary.
* The role of the chair can, with the agreement of BAPC members, be shared in a range of different ways:
	+ Two parent council members may serve as equal co-chairs.
	+ The chair may appoint a vice chair, and delegate some responsibilities to him or her.
	+ The chair may take the administrative roles while delegating the chairing of meetings to a presiding officer.

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

BAPC 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**

BAPC 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. Conflicts of interest**

All members, volunteers, and management committee members of BAPC will strive to avoid any conflict of interest between the interests of BAPC on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the BAPC’s decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

Examples of conflicts of interest include but are not limited to:

1. An office holder or member who is also on the committee of another organisation that is competing for the same funding.
2. An office holder or member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.
3. An office holder or member may benefit financially or professionally from a policy or scheme he or she is working to promote on behalf of the parent council.
4. An office holder or member who has interests in, business or personal connections to an organisation with which BAPC is in dispute or in partnership with.

If an officeholder or member suspects they may have a conflict of interest, they must inform the committee as soon as they become aware of this.

**7. Modifications to the Constitution.**

BAPC may make changes to this constitution, but all changes must be approved by a vote in a full meeting of the parent council within a year.