

CONSTITUTION

1.0 NAME

1.1 Tain Royal Academy Parent Council

2.0 AIMS

- a. To promote co-operation and communication between parents and staff;
- b. To discuss matters of mutual interest relating to the education and welfare of pupils;
and
- c. To engage in activities which support and advance the education of pupils attending the school.
- d. To promote fundraising for school activities.

3.0 POWERS

3.1 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.

4.0 MEMBERSHIP

4.1 All parents/carers of children attending Tain Royal Academy are automatically members of the Parent Forum.

4.2 The membership of the Parent Council consists of parents/carers of children attending Tain Royal Academy as selected by the Parent Forum.

5.0 GENERAL MEETINGS

5.1 The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

5.2 The business shall include:-

- a. the work of the Parent Council
- b. approval of the accounts
- c. appointment of an individual who will review the annual accounts
- d. any resolutions submitted by the Parent Forum
- e. election of members to serve on the Parent Council

5.3 At all general meetings voting shall be on the basis of one vote per parent/carer present at the meeting.

5.4 At all general meetings the quorum shall consist of 6 parents/carers.

5.5 The Parent Council or 10 members of the Parent Forum shall have the power to call an Extraordinary General Meeting.

6.0 PARENT COUNCIL MEMBERSHIP

- 6.1 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/carers shall always form the majority of the Parent Council.
- 6.2 The office bearers will be chairperson, secretary, treasurer and such others as may be required.
- 6.3 The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.
- 6.4 The Head Teacher or her/his representative has a right and a duty to attend meetings of the Parent Council.
- 6.5 The Parent Council may co-opt up to three people to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.
- 6.6 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. The Chairperson's casting vote shall be used only in the event of a tie.
- 6.7 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.
- 6.8 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.

7.0 MEETINGS

- 7.1 Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council a third of members, at least two of whom are office bearers, shall form quorum.
- 7.2 All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

8.0 FINANCE

- 8.1 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.
- 8.2 The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.
- 8.3 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.

9.0 CHANGES TO THE CONSTITUTION

- 9.1 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 those present.

10.0 DISSOLUTION

- 10.1 In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or local authority as necessary.