

**ARRAN HIGH SCHOOL Parent Council and Parent Forum  
Constitution  
2013 revision**

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1. This is the constitution for Arran High School Parent Council and Parent Forum. Throughout the document, references to 'parents' also refers to guardians and carers.
2. The Parent Forum will consist of all parents with children in attendance at Arran High School.
3. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot, as organized by the parent council. The Parent Council may invite other persons to attend any of its meetings.  
The Parent Council will determine the frequency of its meetings but should meet at least once in every school term. Where the majority of the Parent Council request that an additional meeting be held, members of the Parent Council should be given at least two weeks' notice of date, time and place of the meeting.
4. The objectives of the Parent Council are to:
  - Promote partnership between the school, its pupils, and their parents, and the wider community.
  - Develop and engage in activities which support the education and welfare of the pupils.
  - Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils.
  - Be involved in the recruitment process for appointing the Head Teacher and Depute Head Teacher of the school.
5. The membership will consist of parents, a representative of the teaching staff at Arran High School and a member of the community. The Parent Council will consist of a minimum of 3 parents - each from a different family unit - and a maximum of 12 parents of children currently attending the school. Parents may be co-opted on to the Parent Council during the year. The Parent Council may invite other persons to attend meetings in a non-voting capacity. The quorum for meetings of the Parent Council will be three voting members.
6. The Parent Council will agree three office bearers annually: Chair; Vice Chair/Secretary; Treasurer. The Chairperson shall previously have been a member of the parent council and each office bearer will serve for a term of two years in any one post, and may be considered eligible for re-selection

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The Parent Council will be chaired by a parent of a child attending Arran High School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

7. Should a vote be necessary at a meeting of the Parent Council, each member of the Parent Council present at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
8. Copies of the minutes of all meetings will be available to all parents of children at Arran High School and to all staff at the school. Ratified minutes will be posted on the Parent Council section of the school website and a copy is obtainable from the school office. A copy will also be sent to the education authority.
9. Discussion of matters relating to individual pupils, prospective pupils or members of staff, is outwith the remit of the Parent Council.
10. Members of the Parent Forum may attend meetings of the Parent Council, unless the Parent Council is discussing an issue that it considers should be dealt with on a confidential basis. They may participate in meetings if invited to do so by the Chair.
11. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, that member's membership of the Parent Council may be terminated if the majority of parent members agree. Termination of membership must be confirmed in writing to the member.
12. The Parent Council is accountable to the Parent Forum for Arran High School and will make a report to it at the end of each school session on its activities on behalf of all parents.
13. An Annual Meeting of the Parent Forum will be held each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and its committee(s).
  - Selection of the new Parent Council, where applicable.
  - Discussion of any issues of which members of the Parent Forum have given at least 7 days notice.
  - Approval of the accounts and appointment of the auditor.
  - Review/ re-adoption of the constitution
14. Should a vote be necessary to make a decision, each member of the Parent Forum at the meeting will have one vote, with the Chair of the Parent Council having a casting vote in the event of a

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tie.

15. If 20% of members of the Parent Forum write to the Chairperson/Secretary of the Parent Council requesting a special general meeting to discuss issues falling within the Parent Council's objectives, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
16. The Parent Council may change its constitution after obtaining consent from the Annual Meeting of the Parent Forum. Copies of any proposed amendment to the constitution will be available from the school office and posted on the school website at least two weeks before the AGM
17. The Parent Council will receive an annual allocation from North Ayrshire Council and may also raise funds, apply for and receive grants and accept gifts. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
18. The Treasurer will maintain bank or building society accounts in the name of the Parent Council for all Parent Council funds. The accounts may be operated via 'internet banking' solely by the treasurer, otherwise withdrawals will require the signature of 2 office bearers. 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 accounts of the Parent Council will be audited by the auditor appointed at the previous Annual Meeting.
19. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of pupils attending the school.
20. The Head Teacher or a representative has a right to attend and speak at meetings of the Parent Council or Parent Forum.
21. The elected member of North Ayrshire Council with responsibility for education, and the local elected members for the ward in which the school is located have the right to attend and speak at any Parent Council or Parent Forum meeting.

