

CONSTITUTION  
FOR THE PARENT COUNCIL OF  
KINLOCHLEVEN HIGH SCHOOL

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1. This is the constitution for **Kinlochleven High School Parent Council**.

2. The aims and objectives of the Parent Council are:

- . To promote a partnership between the school and its staff, its pupils, all parents and the local communities.
- . To help develop and engage in activities which support the education and welfare of the pupils.
- . To identify and represent the views of parents on matters affecting the education and welfare of the pupils.
- . To raise funds, apply for and receive grants and accept gifts for the benefit of the school.
- . To form and facilitate sub-groups for various activities as and when required.

3. The Parent Council will consist of a minimum of five and a maximum of twelve members of the Parent Forum. In addition, the Parent Council may also have up to a maximum of four co-opted members. All members of the Parent Council will be entitled to vote.

4. Any member of the Parent Forum at Kinlochleven High School can volunteer to be a member of the Parent Council and will serve for a period of two years, after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the maximum number of places available set out in the constitution then members will be selected by a simple ballot.

A member of the Parent Council may resign from their position at any time by submitting their resignation in writing to the Parent Council. The Parent Council may then choose whether to immediately seek a replacement member (subject to the minimum and maximum number of members stated in the constitution) or to defer until the next Annual General Meeting (see Section 8).

5. Co-opted members will be invited to join the Parent Council by means of a majority vote of the Parent Council and will also serve for a period of two years.
6. Meetings of the Parent Council will normally take place once in each school term. Extraordinary meetings may be called at any time if requested by a minimum of two members of the Parent Council. Meetings of the Parent Council will be attended by the Headteacher of Kinlochleven High School (or their nominated representative) and may only take place if parent members are in the majority.
7. **The Parent Council will elect annually and by a simple majority the positions of Chair, Vice-Chair, Secretary (and Treasurer if required). The positions of Chair and Vice-Chair may only be filled by Parent Members who actually have children in the school for that academic year. Once elected, the Chair, or Vice-Chair in the absence of the Chair, will have a casting vote in the event of a tie in any vote on decision making policy. Office-bearers may be replaced at any time by a simple majority vote of the Parent Council.**

An Annual General Meeting of the Parent Council will take place in the first school term of each academic year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:-

- . Comments on the work of the Parent Council.
- . Comments from the Headteacher of Kinlochleven High School.
- . An opportunity for prospective new parent members of the Parent Council to volunteer and/or be elected subject to the maximum number of places set out in the constitution.
- . The annual election of all office-bearers of the Parent Council.
- . Any issues that members of the Parent Forum may wish to raise.

9. If a Parent Council member acts disruptively or in a way that is considered by other members to undermine the objectives of the Parent Council then their membership of the Parent Council shall be terminated (and confirmed in writing) if the majority of members agree.
10. Copies of the minutes of all Parent Council meetings will be made available. They may be obtained from either the Secretary of the Parent Council or from the school office.
11. Meetings of the Parent Council will generally be open to the public but the Parent Council may take the decision that some matters of a confidential nature should more suitably only be discussed in private.
  12. The Treasurer will open bank or building society accounts in the name of the Parent Council for all Parent Council funds to include a Capitation Account and a Fundraising Account. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure and present a full account for the Annual General Meeting. The Parent Council accounts will be reviewed by the independent examiner appointed at the previous Annual General Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
  13. The Parent Council may change its constitution only after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
  14. Should the Parent Council cease to exist, any remaining funds will be passed directly to Kinlochleven High School for use for the benefit of the school.