

# Skene School Council Constitution

This is the constitution for Skene School Council.

## **1. Objectives**

1.1 The objectives of Skene School Council are:

- To promote partnership between the school, its pupils, all its parents and the wider community.
- To work in partnership with the school to create a welcoming school which is inclusive for all parents.
- To develop and engage in activities which support the education, welfare and health of the pupils.
- To identify and represent views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To constitute sub-groups, as required, to support the school in appropriate activities.

## **2. Membership**

2.1 The membership will be a minimum of 5 parents of children attending the school.

2.2 The maximum number of parents will not exceed 14 and will be drawn from as many families and stages as possible.

## **3. Appointments and Periods of Service**

3.1 Membership shall be the subject of appointment and re-appointment annually.

3.2 Any parents of a child at the school can volunteer to be a member of Skene School Council.

3.3 In the event of the number of volunteers exceeding the number of places set out in the Constitution (see 2.2),

members will be identified by a random draw, set up to reflect the stage and family representation indicated.

- 3.4 Anyone not selected to be a member of Skene School Council may be offered the opportunity to be part of any sub-groups set up by the Council.

#### **4. Co-opting Members**

- 4.1 Skene School Council may co-opt up to 5 non-parent members to assist it with carrying out its functions (This may include teaching and support staff within the school).

- 4.2 Skene School Council can choose to invite others to participate in its proceedings. This may include pupils, local councillors and representatives of religious organisations or any other person who in the opinion of Skene School Council is able to make a significant contribution to the work of Skene School Council. Invitees will not be members of Skene School Council and will not be entitled to vote on any issues before the Council.

- 4.3 Co-opted members will be invited to serve for a period of 1 year, after which time the Council will review and consider requirements for co-opted membership.

#### **5. Appointment of Office Bearers**

- 5.1 The Chair, Vice Chair and Treasurer of the Council will be agreed by members of the Skene Council immediately following its formation.

- 5.2 The Council may appoint a Secretary from within the Council membership or a Clerk, who may be paid, to transact Council's administrative requirements.

- 5.3 The Chairperson and Vice Chairperson will be parent members of the Council.

- 5.4 The Chairperson will be selected on an annual basis and for up to a maximum of 3 consecutive years.

- 5.5 The vice chairperson, secretary and treasurer will be subject to annual reappointment.
- 5.6 For all office bearers the period of office will terminate if:
- 5.6.1 The parent ceases to qualify for membership of the Parent Forum or
- 5.6.2 More than half of the members of Skene School Council requests that person to stand down.

## **6. Operating Guidelines**

- 6.1 Skene School Council will meet at least once in every school term.
- 6.2 Decisions can only be taken at meetings attended by half of the Skene School Council.
- 6.3 Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.4 Any two members of Skene School Council can request that an additional meeting be held, and all members of the Council will be given at least one week's notice of date, time and place of the meeting.
- 6.5 All meetings of Skene School Council will be open meetings, unless the Council is discussing an issue that it considers should be dealt with on a confidential basis. For the avoidance of doubt it shall not be competent for Skene School Council to discuss issues of a personal nature concerning individual school pupils or members of staff.
- 6.6 With reference to 6.5, where Skene School Council determines that a matter requires to be dealt with in a confidential manner, only members of the Council and the Head Teacher or his or her representative can attend.

- 6.7 Copies of the minutes of all meetings will be circulated to all parents of children at Skene School and to all staff and Council members at the school.
- 6.8 Copies will be send to Area Education Office.
- 6.9 Copies will also be posted on the Skene School Website.
- 6.10 Skene School Council may change its constitution after obtaining consent from members of the Parent Forum.
- 6.11 This should be obtained either:
  - 6.11.1 at a meeting attended by more than a half of the families on the Parent Forum
  - 6.11.2 by confirmation of agreement by more than half of the families on the Parent Forum
- 6.12 Members of the Parent Forum will be sent a copy of proposed amendments and given reasonable time to respond to the proposal.

## **7. Finances**

- 7.1 The Treasurer will open a bank account or building society account in the name of Skene School Council for all Council funds.
- 7.2 Withdrawals will require the signature of the Treasurer only.
- 7.3 The Treasurer will keep an accurate record of all income and expenditure.
- 7.4 The Treasurer will provide a summary of this for each Skene School Council meeting.
- 7.5 The Treasurer will provide a full account for the Annual Meeting.
- 7.6 Skene School Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
- 7.7 Skene School Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Council.

7.8 Should Skene School Council cease to exist, any remaining funds will be passed to Skene School Fund to be used for the benefit of the school.

## **8. Reporting**

8.1 Skene School Council is accountable to the Parent Forum of Skene School. The Council will report on its activities to the Parent Forum at least once a year. This report will be made at the Annual General Meeting.

8.2 This meeting will be held in the first term of each new academic session.

8.3 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.

8.4 The meeting will include:

- A report on the work of Skene School Council and its committee(s)
- Selection of the new Skene School Council
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

8.5 If more than half of the members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, Skene School Council shall arrange this.

8.6 Skene School Council shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

## **9. Conduct**

9.1 If a Skene School Council member acts in a way that is considered by other members to undermine the objectives of

the Council, their membership of the Council shall be terminated if the majority of parent members agree.

9.2 Termination of membership will be confirmed in writing to the member.