
CONSTITUTION OF HERMITAGE ACADEMY PARENT COUNCIL



This is the constitution for Hermitage Academy Parent Council.

1. AIM AND OBJECTIVES:

- 1.1 The aim of Hermitage Academy Parent Council is to assist the Parent Forum (parents/carers whose children currently attend Hermitage Academy) and support every child to realise their full potential throughout their secondary school life.
- 1.2 The objectives of the Parent Council are:
 - To promote and support partnership working between the school, its pupils and all parents/carers
 - To develop and engage in activities which support the education and welfare of pupils
 - To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of pupils

2. MEMBERSHIP

- 2.1 All members of the parent forum can volunteer to become a member of the Parent Council.
- 2.2 The membership will be a minimum of 5 parents/carers of children attending Hermitage Academy. A corium of 3 is required. The optimum membership of the Parent Council will be 2 parents/carers from each year group. The upper limit will be set at 18.
- 2.3 All parent forum members will have the right to take part in the selection process.
- 2.4 Parent Council members will be selected for a period of 2 years, according to year group need, after which they may put themselves forward for re-election should they wish.
- 2.5 Selection of members will take place at the AGM. Should vacancies arise throughout the year the Parent Forum will be given 2 weeks' notice to volunteer for any vacancy and thereafter given one weeks' notice of proposed members for selection at the next available Parent Council meeting. Where the number of volunteers exceeds the number of places set out in the constitution, selection will be by representative year group needs, followed by a majority vote of Parent Forum members in attendance.

3. OFFICE BEARERS

- 3.1 The Chair, Vice-chair, Treasurer, and Secretary will be as voted by the Parent Council members immediately following its formation.
- 3.2 Office bearers will be selected by the Parent Council annually, immediately following the AGM.

4. CO-OPTED MEMBERS

- 4.1 The Parent Council may co-opt up to 4 members to assist it with carrying out its functions who will be invited to serve for a minimum of one school term after which time the Parent Council will review the requirement for co-opted members.

- 4.2 Co-opted members can be drawn from any source deemed appropriate by the Parent Council, including but not limited to:
- Teaching and support staff in the school
 - Members of the wider community with specific expertise which the Parent Council consider to be of value in its work.
 - The co-opted members do not have voting rights.

5. GENERAL MEETINGS

- 5.1 The Parent Council will meet at least once in every school term.
- 5.2 The agenda items to be submitted to the Secretary 1 week prior to the meeting date, where possible.
- 5.3 Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 5.4 Any 2 members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given 1 weeks notice of date, time and venue.
- 5.5 Copies of all Parent Council Minutes will be available to the Parent Forum and Teachers at Hermitage Academy via the Parent Council Secretary; the School Website and the Parent Council Website.
- 5.6 Meetings of the Parent Council shall be open to the public. Should the Parent Council be discussing an issue, which it considers confidential, only members of the Parent Council and the Head Teacher, or designated representative, may attend.
- 5.7 A Parent Council member will be required to retire should a vote of 'no confidence' be passed by 50% or more of the Parent Council members attending the meeting. The vote of 'no confidence' must be proposed by one member and have 2 seconders. Written notice of 2 weeks will be given to all members of the Parent Council of any 'no confidence' motion. Any resulting termination of membership of the Parent Council will be confirmed in writing to the member.

6. ANNUAL GENERAL MEETINGS

- 6.1 The Annual General Meeting will be held during the Autumn Term 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.
- 6.2 The meeting will include:
- A report on the work of the Parent Council and its committee(s)
 - Selection of new parent members to fill any vacancies on the Parent Council and the selection of Office Bearers by the Parent Council.
 - Discussion of issues that members of the Parent Forum wish to raise should be made 1 week in advance to be submitted for the agenda.
 - The approval of accounts of the Parent Council which have been independently verified.

7. SPECIAL GENERAL MEETING

- 7.1 If 30 members of the Parent Forum request a Special General Meeting to discuss issues falling within the Parent Council remit this shall be arranged forthwith.
- 7.2 The Parent Council will give the Parent Forum 1 weeks notice of the meeting and circulate notice of the matter(s) arising together with the date, time and place of the SGM.

8. FINANCE

- 8.1 The Treasurer will open a bank/building society in name of the Parent Council for all funds, with withdrawals requiring signatures of the Treasurer and 1 other Parent Council member.
- 8.2 The Treasurer will keep accurate records of income and expenditure and provide a summary each school term and a full account at the AGM.
- 8.3 The Parent Council are responsible for ensuring all monies are used in accordance with the objectives of the Parent Council
- 8.4 Should the Parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of the pupils.

9. CONSTITUTION

- 9.1 The Parent Council may change its constitution after obtaining consent of the majority of the Parent Forum present at the Annual General Meeting, or as and when required.
- 9.2 The Parent Forum will be sent a copy of any proposed amendment and given reasonable time of not less than one week to consider it and, if outwith the AGM, to respond to the proposal. The proposal shall be accepted if a majority of those who vote, within the given time, agree.

Nothing in this constitution is intended to contradict the Scottish Schools (Parental Involvement) Act 2006. Where this constitution is silent the provisions of the Act are deemed to be included in their entirety and if there appears a conflict the provisions of the Act take precedence.

Date of Agreement: 5th Sep 2016

Signed: (Chair)

Stella Kinloch