



## Cults Academy Parent Council Constitution 2016

1) This is the constitution for Cults Academy Parent Council.

The functions of the Parent Council, as stated in Section 8 of the Scottish Schools (Parental Involvement) Act 2006 are:

- a) to support the endeavours of those managing the school:
  - i) To raise standards of education in the school
  - ii) To secure improvements in the quality of education which the school provides, and
  - iii) To develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school
- b) To make representations:
  - i) To the school's Head Teacher and to the Education Authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and its pupils generally
  - ii) To the Education Authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally
- c) To promote contact between:
  - i) The school
  - ii) The Parent Forum
  - iii) Parents of prospective pupils of the school
  - iv) Pupils in attendance at the school
  - v) The community and
  - vi) Such other persons as it appears to the Council appropriate to include for the purposes of this paragraph
- d) To report on the Council's activities to members of the Parent Forum, as often as appears to the Council to be appropriate but in any event:
  - i) Not more than 12 months after the Council is established, and
  - ii) After that first report, at intervals of not more than 12 months



- e) To ascertain the views of the members of the Parent Forum as regards:
    - i) The standards of education in the school
    - ii) The quality of education which the school provides
    - iii) The exercise by the Council of its functions, and
    - iv) Such other matters as appears to the Council to be of interest or concern to the Parent Forum
  - f) To collate those views and report them to:
    - i) The Head Teacher of the school
    - ii) The Education Authority, and
    - iii) Such other persons as it appears to the Council appropriate to include for the purposes of this paragraph
  - g) To review from time to time its constitution, and
  - h) With the requisite consent, to amend (or replace) the Council's constitution whenever it appears to the Council to be necessary or expedient to do so.
- 2) Cults Academy has a Parent Teacher Association (PTA). The PTA is responsible for organising events and raising funds for the benefit of pupils and the academy.
- 3) Membership of the Parent Council
- a) The Parent Council will be composed of between 4 and 20 parents/carers/guardians of pupils attending the school – we aim to have a spread of representation from all of the school years and from all of our feeder primaries. A meeting is quorate when at least 4 parent/carer/guardian members are present.
  - b) The PTA and Parent Council work in collaboration for the benefit of the academy. There will be a standing item on our agenda, to allow the PTA to discuss matters as and when required.
  - c) The Head Teacher of Cults Academy or his/her representative has a right and a duty to attend meetings of the Parent Council.



- d) New members are invited to join the Parent Council at the start of a new academic year. At the discretion of the Parent Council, and with reference to item 3a), new members may also be considered during the year. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by a vote at the Annual General Meeting (AGM) of the Parent Forum, with reference to item 3a).
  - e) Parents/carers/guardians will be appointed annually. They may put themselves forward for re-appointment if they wish. Parents/carers/guardians will cease to be members if they cease to have a pupil at the school.
  - f) Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub group set up by the Parent Council.
  - g) A member of the Parent Council failing to attend 3 consecutive meetings without reason/apology may be deemed to have retired from the Parent Council. This action will be confirmed in writing to all concerned parties.
  - h) It is the expectation of the Parent Council that all of its members will act in good faith to the benefit of the academy as a whole. A member who acts in a way that is considered by other members to undermine the objectives of the Parent Council may be asked to retire from the Parent Council if they have a vote of 'no confidence' from 66% of the Parent Council members attending a meeting. Written notice must be given to all members of any 'no confidence' motion 4 weeks before the meeting.
- 4) The Parent Council may co-opt:
- a) Up to 3 members of school staff in addition to the Head teacher or his/her representative. Co-opted members have no voting rights.
  - b) Up to 4 other people to assist it with carrying out its functions.
  - c) Subject to the condition that the number of parent/carer/guardian members on the Parent Council must always be greater than the number of non parent/carer/guardian members.
  - d) Co-opted members will be invited to serve for a period of 1 year, after which time the Parent Council will review and consider requirements for co-opted membership.



- 5) Office bearers will be selected from amongst the Parent Council members on an annual basis.
  - a) Each office bearer will be a parent/carer/guardian of a pupil attending the school.
  - b) If an office bearer's child leaves the school, the role of the office bearer will be reappointed from amongst the parent/carer/guardian members of the Parent Council
  - c) The office bearers may include the positions of Chair, Vice-Chair, Treasurer and Secretary as the Parent Council see fit.
  - d) The Parent Council will appoint a Clerk.
- 6) The Parent Council is representative of all parents/carers/guardians in the wider Parent Forum
  - a) The Parent Council will make a report to the Parent Forum at least once each year on its activities on behalf of all the parents/carers/guardians.
  - b) If 20 members of the Parent Forum request a special meeting to discuss matters falling within the Parent Council remit as laid out in this constitution, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least 2 week's notice of the meeting and, at the same time, circulate notice of the matters to be discussed at the meeting.



- 7) An AGM of the Parent Council will be held in the first term of each academic year.
  - a) 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.
  - b) The meeting will include:
    - i) A report on the work of the Parent Council and its committee and any sub-groups.
    - ii) Selection of the new Parent Council
    - iii) Discussion of issues that members of the Parent Forum may wish to raise
    - iv) Approval of the accounts.
- 8) The Parent Council will meet at least six times in every academic year. Meeting dates and agenda will be made available in advance:
  - a) Should a vote be necessary in order to make a decision, each parent/carer/guardian member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. The quorum shall be four parent/carer/guardian members.
  - b) Any four members of the Parent Council can request that an additional meeting be held, and all the members of the Parent Council will be given at least two week's notice of the date, time and place of the meeting.
  - c) The Parent Council and the PTA will meet collectively once a year.
- 9) Copies of the approved minutes of all Parent Council meetings will be posted on the school website. Copies will also be available from the school office upon request.
- 10) Meetings of the Parent Council shall be open to all. If there is a confidential item on the agenda, for example recruitment, only members of the Parent Council and the Head Teacher, or his/her representative, can attend this part of the meeting.



- 11) The Parent Council Treasurer will open a bank account or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
  - a) The Parent Council Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting.
  - b) Full draft accounts will be presented to the Parent Council at the meeting prior to the end of May. They will be minuted at the AGM.
  - c) The Parent Council shall be responsible for ensuring that all use of funds received from Aberdeen City Council (ACC) will be compliant with statute and the guidelines from ACC.
- 12) The Parent Council may change its constitution 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. The new constitution will be adopted at the AGM.
- 13) Should the Parent Council cease to exist: any remaining funds will be passed to ACC to be used for the benefit of the school, where this continues.
- 14) The Aberdeen Parent Council Forum will provide an insurance policy to cover the activities of the Parent Council.

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