

# Stirling High School

## Parent Council Constitution

### One

The objectives of the Stirling High School Parent Council are:

- To work in partnership with the school to create a welcoming environment, that is inclusive for all parents
  - To promote partnership working between the school, the community, its pupils and all its parents
  - To engage in activities which support the education and welfare of the pupils
  - To represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
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### Two

The membership of the Parent Council shall include a minimum of five parents.

Any parent of a child at the school can volunteer to be a member of the Parent Council.

Parent Representatives shall participate as members for a period of two years.

The Parent Council shall also include the Headteacher of the School or their representative.

In addition the Parent Council shall set up sub-groups, as required, which parents will be invited to participate on.

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### Three

The Parent Council shall also be entitled to co-opt Members as follows:

- Head Boy and Head Girl of the School representing the Pupil Council and the interests of the pupils at the School
- At least one person (in addition to the Headteacher) representing the staff employed by the School
- At least one person representing the interests of the communities served by the School

Co-opted Members will be invited onto the Parent Council for a period of between one and two years, as agreed at the time of appointment.

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#### Four

The Chair, Vice Chair and Treasurer of the Parent Council shall be agreed by the Parent Council members at the first formal meeting following its formation. Thereafter, Office Bearers shall be appointed, by the Parent Forum, on an annual basis at the annual meeting of the Parent Forum.

All positions of office within the Parent Council shall only be undertaken by parents having children at Stirling High School during their time in office.

In the event of any Office Bearer becoming unable for any reason to continue in that office, resigning from that office, or not continuing to be a parent of a child at the School, the Parent Council will agree or elect a Parent Member to continue in the post until the annual meeting of the Parent Forum.

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#### Five

The Treasurer will open a bank 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. 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 Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

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#### Six

The Parent Council is accountable to the Parent Forum for Stirling High School and will make a written and verbal report to it at least once each year on its activities on behalf of all the parents of children attending the School.

If more than twenty members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the 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

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#### Seven

The Annual Meeting of the Parent Forum shall be held in September of each 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:

- A report on the work of the Parent Council and any of its sub-groups
- Selection of the new Parent Council and Office Bearers

- Discussion of issues that members of the Parent Forum may wish to raise
  - Approval of the accounts
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## Eight

The Parent Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each Parent Council member at the meeting shall have one vote, with the Chair having a casting vote in the event of a tie.

Meetings of the Parent Council shall be open to the public and school community, except for any agenda items where the Parent Council is discussing an issue which it considers should be dealt with separately on a confidential basis

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## Nine

Copies of the minutes of all meetings will be available to all parents of children at Stirling High School, to all teachers at the school and the school community.

Copies will be available from the school office and will be posted on the Parent Council/Forum section of the School Website.

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## Ten

The Parent Council may change its constitution after obtaining majority consent from responses received from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time (minimum 2 weeks) to respond to the proposal.

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## Eleven

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, where this continues