

**Name** Viewforth High School Parent Council

## **Aims**

1. The aims of the Viewforth High School Parent Council are:

- A) to raise and discuss matters of mutual interest relating to the education and welfare of pupils.
- B) to promote the role of the Parent Council to the Parent Forum in order to encourage optimum parent participation.
- C) to promote close co-operation and communication between parents and teachers.
- D) to promote equality and fairness
- E) to engage in activities which support and advance the education of pupils attending the school.

## **Powers**

2. The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

## **Members**

3. The membership consists primarily of parents/carers of children attending Viewforth High School.

4. Membership to the Parent Council by a parent/carer with children that attend Viewforth High School can attend any meeting of the Parent Council.

5. The Parent Council has 2 Office Bearers, namely the Chair and the Treasurer.

6. The Parent Council will consist of a minimum of 4 members, with at least 1 being Office Bearer.

## **Annual General Meetings**

7. The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum in advance via social media and the school website.

8. The business at the AGM will include:

- A) The work of the Parent Council
- B) Approval of the previous meeting minutes and the Annual Finance Balance Sheet
- C) The resignation of all Office Bearers.
- D) An update of Members of the Parent Council Membership.
- E) The election of all Office Bearer positions. (Chair and Treasurer)
- F) A review and update of the Constitution.
- G) Agenda items of the Parent Council.
- H) Any items submitted to the Parent Council by the Parent Forum.

## **All Meetings**

9. Meetings will be held as required with a quorum of at least 4 Members present. The quorum and meeting will only be valid if all Members have been informed of the meeting in advance.

10. At all meetings voting shall be on the basis of 1 vote per Member with a simple majority vote of those present. In the event of a tie, the Chair will then be allocated an additional final vote to cast.

11. The Chair shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Council / Forum.

12. Any Member shall have the power to call an Extraordinary General Meeting and this will be scheduled as soon as is practicable.

13. In the event that an Office Bearer is not available for a meeting, the Office Bearer can if they wish notify the Parent Council that they have delegated their powers temporarily to another Member for that meeting.

14. The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

15. The Local Councillors for the Ward and Church/denominational body may be invited to attend Parent Council Meeting.

16. All Parent Council meetings shall be open to the Parent Forum who may attend although they will not have voting rights.

## **Parent Council Membership**

17. Officer Bearers shall be elected for a 1 year term and be eligible for re-election at the AGM. Where more than 1 person volunteers for an Office Bearer position a standard vote will decide the appointment. The previous Chair has the casting vote in the event of a tie.

18. Members of the Parent Council shall remain members until either:

- A) They no longer have children attending Viewforth High School.
- B) They do not attend or give apologies for 3 consecutive meetings.

## **Finance**

19. The general funds of the Parent Council will be held by the Parent Council within a Bank Account for which the Treasurer is responsible for maintaining. All cheques must be signed by the Treasurer and counter signed by an Office Bearer (subject to Banking Conditions).

20. The Parent Council will agree via a standard vote what activities the funds can be spent on unless the funds are specifically ring fenced by a donation. The activity lead can then request monies from the fund to support the agreed activity.

21. On request, prior to a meeting, a Balance sheet for all funds may be requested to detail spending in that period by the Parent Council. An annual Balance Sheet will be reviewed at the AGM.

22. The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

## **Changes to the Constitution**

23. Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved via a standard vote.

## **Dissolution**

24. In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children in the school and local community.

## **Version History and Approval**

Version 1.0 – Submitted for Approval -

Version 1.0 – Approved by Parent Council Vote

Version 2.0 – Submitted for Approval –

Version 2.0 – Approved by Parent Council Vote – 9<sup>th</sup> November 2020

Version 2.1 – Approved by Parent Council Vote – 27<sup>th</sup> September 2021

Signed by

A handwritten signature in black ink, appearing to read 'A. Tomlinson', is written over a light grey rectangular background.