

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 3 Office Bearers, namely the Chair, Vice-Chair and the Treasurer. In the event the Treasurer does not have children attending the school, then they can continue to complete their role, however, they will no longer have the capability to vote on Parent Council matters.

6. The Parent Council will consist of a minimum of 4 members, with at least 2 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.
- E) An update of Associate Members of the Parent Council.
- F) The election of all Office Bearer positions. (Chair, Vice-Chair and Treasurer)

- G) A review and update of the Constitution.
- H) Agenda items of the Parent Council.
- I) 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 33% 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 the Chair is not available for a meeting, the Vice-Chair will temporarily assume the responsibilities of the Chair as defined in this Constitution.

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 and Associate Members 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.

Parent Council Associate Membership

19. An Associate Member of the Parent Council is a parent/carer of the Parent Forum who wants to be kept up to date with Parent Council Meetings, Agendas and Actions.

20. An Associate Member will receive meeting invitations, copies of both the agenda and meeting minutes. The Associate Member may attend meetings if they chose to do so. 21. An Associate Member will assist the Parent Council by completing agreed actions that have been accepted by the Parent Council. The Associate Member will act on behalf of the Parent

Council for the duration of the action and will provide feedback to an Office Bearer regarding their progress. The Office Bearer will provide an update at the next Parent Council Meeting.

Finance

22. 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).

23. 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.

24. 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.

25. 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

26. 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

27. 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

Previous Versions 1.0 & 2.0 – Approved by Parent Council Vote

Version 2.1 – Approved by Parent Council Vote – 27th September 2021

Version 2.2 – Approved by Parent Council Vote – 6th December 2021

Version 2.3 – Approved by Parent Council Vote – 13th June 2022

Version 2.4 – For Approval by Parent Council Vote – 30th October 2023

Signed by

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