

TRINITY ACADEMY PARENT COUNCIL CONSTITUTION

1. This is the constitution for Trinity Academy Parent Council.
2. Where the term "parent" is used in the document, "carer" and "guardian" are also understood.
3. The parents of the pupils in attendance at Trinity Academy constitute the Parent Forum of the school.
4. The Parent Council is a body to represent the Parent Forum and carry out the functions as set out in this constitution and in the Scottish Schools (Parental Involvement) Act 2006.

Objectives

5. The objectives of the Parent Council are:-
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - To promote partnership between the school, its pupils, all its parents and wider community
 - To report to all parents
 - To develop and engage in activities which support the education and welfare of the pupils, including appropriate fund-raising
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of pupils.

Parent Council Membership

6. The membership will be a minimum of 6 parents of children attending the school. There is no cap on the maximum number of parent members. Representation from each year group would be preferable but not mandatory.
7. Members of the Parent Council will be selected at the Annual Meeting. The Parent Council members will be selected for a period of one year after which they may put themselves forward for re-selection if they wish. Any parent of a child at the school can volunteer to be a member of the Parent Council by informing the Chair of the Parent Council. Any parent can nominate a parent for the Parent Council providing their nominee has given his/her agreement.
8. The Parent Council may co-opt members to assist it with carrying out its functions. These could include e.g. members of staff; representatives from Pupil Council — this could be on rotational basis; local council representation; school business manager; local community representatives as required.
9. The number of parent members on the Parent Council must always be greater than co-opted members.
10. 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.
11. A member of the Parent Council failing to attend 3 consecutive meetings without reason/apologies will be deemed to have retired from the Parent Council.

12. Each member of the Parent Council will have 1 vote and resolutions will be passed by a simple majority vote of those present.
13. The Chair will have both a vote as a Parent Council member and a casting vote as Chair. The Chair's casting vote shall be used only in the event of a tie.

Office bearers

14. The Chair, Vice Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
15. Office bearers will be appointed by the Parent Council on an annual basis following the AGM of the Parent Forum.
16. The Parent Council will be chaired by a parent of a child attending Trinity Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

Reporting to Parent Forum

17. The Parent Council is accountable to the Parent Forum for Trinity Academy and will make a report to it at least once each year on its activities on behalf of all the parents.

Special General Meetings

18. If 25 parents 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 2 weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

Annual General Meetings

19. The Annual Meeting will be held in October 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 2 weeks in advance. The meeting will include:
 - a report on the work of the Parent Council and its committee(s).
 - selection of the new Parent Council where vacancies exist.
 - discussion of issues that members of the Parent Forum may wish to raise.
 - approval of the accounts and appointment of the auditor.

Meetings of Parent Council

20. The Parent Council will meet at least twice in every school term.
21. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.
22. The Secretary will take minutes of all meetings and copies of the minutes of all meetings will be available to all parents of children at Trinity Academy and to all staff at the school. Copies will be available from the school office and on the web.
23. Meetings of the Parent Council shall be open to the Parent Forum, local community and general public unless the Parent Council is discussing an issue which it considers

should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head teacher, or his or her representative, can attend.

Finance

24. 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.
25. 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 accounts will be audited by the auditor appointed at the previous Annual Meeting.
26. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Changes to Constitution

27. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum at the Annual Meeting or specially convened meeting. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

Dissolution

28. 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.