

## **Scalloway School Parents' Council**

### **CONSTITUTION.**

#### **1. NAME.**

- 1.1 This is the constitution for the Parents' Council for Scalloway Junior High School. The Parents' Council will be known as Scalloway School Parents' Council (called "SSPC").

#### **2. AIMS & OBJECTIVES.**

- 2.1 The aims of the SSPC are:

- Supporting the school in its work with pupils.
- Representing the views of parents.
- Promoting contact between the school, parents, pupils, providers of nursery education and the community.
- Reporting to the Parents' Forum.

- 2.2 The objectives of the SSPC 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 and all its parents.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

#### **3. MEMBERSHIP.**

- 3.1 The membership of SSPC will be made up of Parent Members, Co-opted Members and the Head Teacher of Scalloway Junior High School.

- 3.2 The number of Parent Members is a minimum of four parents of children attending the school. The maximum size is fourteen parents although the SSPC will have the authority to co-opt others if it wishes.
- 3.3 The SSPC will ask for volunteers to fill any vacant positions for Parent Members. Any member of the Parent Forum (i.e. parent of a child at the school) can volunteer to be a member of the SSPC. In the event that the number of volunteers exceeds the number of places set out in the constitution, a sub-committee set up by SSPC for this purpose will select the members using criteria such as geographic spread, school year children are in, etc. Anyone not selected to be a member of the SSPC may be offered the opportunity to be part of a sub-group set up by the SSPC.
- 3.4 The Parent Members of the SSPC will be selected for a period of three years, initially, after which they may put themselves forward for re-selection if they wish. Parent Members must, however, cease being Parent Members at the end of the summer term of the year their youngest child leaves the school.
- 3.5 The Head Teacher of Scalloway Junior High School, or his or her nominee, will be a non-voting member of the SSPC.
- 3.6 The SSPC may co-opt additional members to assist with carrying out its functions. Agreement to co-opt members will be by majority of all existing members of the SSPC.
- 3.7 The Co-opted Members may include, but not be restricted to:
  - Representative(s) of the teaching / support staff.
  - The Shetland Islands Council (SIC) member(s) elected to represent the Scalloway district.
  - Representatives of the local community.
  - Individuals with specific skills.
- 3.8 Co-opted members will be invited to serve for a period of up to two years, after which time the SSPC will review and consider requirements for future co-opted membership. Members co-opted for a specific purpose (e.g. Best Value Service Review) will serve until conclusion of that purpose.
- 3.9 The SSPC may invite anyone to address its meetings on specific subjects.
- 3.10 The SSPC will not include Pupil Members. However, members of the Pupils' Council will have a standing invitation to attend or

address any meeting of the SSPC and will receive copies of all SSPC minutes. A member of the teaching staff co-opted to the SSPC will be nominated as liaison officer between the SSPC and the Pupils' Council.

- 3.11 If a Parents' Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parents' Council shall be terminated if the majority of Parent Members agree. Termination of membership would be confirmed in writing to the member.

#### **4. OFFICE BEARERS.**

- 4.1 The office bearers for SSPC will be Chair and Vice Chair. SSPC may also decide to appoint a Treasurer if it considers necessary.
- 4.2 The Chair of SSPC must be a Parent Member.
- 4.3 The office bearers will be appointed for one year by the SSPC members at the first meeting of the school year.
- 4.4 If an office bearer ceases to hold office for whatever reason during a school year, the SSPC will act as it considers fit to ensure continuity of its activities.

#### **5. SUBGROUPS.**

- 5.1 SSPC will appoint such committees or sub-groups as it considers necessary.
- 5.2 Any such committee or sub group will be responsible to, and report to, the SSPC.

#### **6. CLERK.**

- 6.1 A Clerk may be appointed by the SSPC in whatever manner it chooses.
- 6.2 An honorarium will be available from the SIC Schools Service for this post (provided that the post holder is not a member of the SSPC) as specified in a list of Categories of Schools based on the school roll at the time.
- 6.3 The Clerk will be responsible for all administrative tasks required by the SSPC including management of any budgets and administration of payments, etc. If a Treasurer is not appointed, the

Clerk will assume the duties of Treasurer including management of any SSPC bank account(s).

## **7. ACCOUNTABILITY.**

- 7.1 The SSPC is accountable to the Parent Forum for Scalloway Junior High School and will make a report to the Forum at least once each year on its activities on behalf of all the parents.
- 7.2 If 5 members of the Parent Forum request a Special General Meeting to discuss issues which, in the opinion of Office Bearers, fall within the SSPC's remit, the SSPC shall make the necessary arrangements. The SSPC 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(s), to be discussed at the meeting.

## **8 MEETINGS.**

- 8.1 An Annual Meeting will be held in the summer or autumn term 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 SSPC and its committee(s)
  - discussion of issues that members of the Parent Forum may wish to raise
  - report of the accounts for SSPC including their review by an independent examiner.
- 8.2 The SSPC will meet at least once in every school term. There will be no requirement for a quorum at meetings although meetings must be chaired by a Parent Member. Should a vote be necessary to make a decision, all eligible voting members at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. All members of the Parent Forum are entitled to one vote irrespective of whether or not they are co-opted. There must be a minimum of 3 members of the Parent Forum present before a vote can be taken. If there are less than 3 parents present, the vote cannot take place and the Chair will decide whether another meeting is required to resolve the issue or if some other method is appropriate. Neither Co-opted Members who are not members of the Parent Forum, nor the Head Teacher, will have a vote.
- 8.3 Any two members of the SSPC can request to the Chair that an additional meeting be held, and all members of the SSPC will be

given at least one week's notice of date, time and place of such a meeting.

- 8.4 Copies of the minutes of all meetings will be available to all parents of children at Scalloway Junior High School and to all teachers at the school. Copies may be requested from the Clerk to the Parent Council or from the school office. Copies may also be further distributed or displayed as the SSPC thinks fit. A copy will be sent to the Pupils' Council via the teacher appointed as liaison link between the SSPC and the Pupils' Council.
- 8.5 Meetings of the SSPC shall be open to the public, unless the SSPC is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the SSPC and the head teacher, or his or her representative, can attend for that item.

## **9 FINANCES.**

- 9.1 The SSPC may raise funds by any legal means, other than borrowing, and may use these funds to carry out its function at its discretion and in line with appropriate legislation. The SSPC may also receive gifts and grants.
- 9.2 The Treasurer / Clerk will keep an accurate record of all income and expenditure, and will provide a summary of this for each SSPC meeting and a full account for the Annual Meeting. The SSPC accounts will be reviewed by an independent examiner.
- 9.3 The SSPC shall be responsible for ensuring that all monies are used in accordance with the objectives of the SSPC and consistent with SIC procedures.
- 9.4 The SSPC will maintain its own bank account. The SSPC will decide on the type of account, where it will be held and who will be the signatories. The Treasurer / Clerk will be responsible for the administration of the account.

## **10 CONSTITUTION.**

- 10.1 The SSPC may change its constitution after obtaining consent from members of the Parent Forum at a General Meeting. Members of the Parent Forum will be sent a notice of the meeting at least 2 weeks in advance with a copy of the proposed amendment. Approval of the amendment will be by a majority of the members of the Parents' Forum at the meeting.

- 10.2 The SSPC will review the effectiveness of this Constitution each year in advance of the Annual General Meeting and propose any changes to this meeting.

## **11 DISSOLUTION.**

- 11.1 Should the SSPC cease to exist but the school remains open, any remaining funds will be passed to the Head Teacher to be used for the benefit of the school.
- 11.2 Should the SSPC cease to exist because the school closes, any remaining funds will be passed to the Schools Service to be held until the school, or a replacement, re-opens. The funds will then be passed to the new Parents' Council or the Head Teacher for the benefit of the school.

\*\*\*\*\*