

Largs Academy Parent Council

Revised Constitution

adopted 15th September 2022



1. This is the constitution for Largs Academy Parent Council (now incorporating the PTA). Throughout this document, references to “parents” also refers to carers.

Objectives

2. The objectives of the Parent Council are to:
 - a) Work in partnership with staff to create a welcoming school that is inclusive of all parents/carers.
 - b) Promote partnership between the school, its pupils and all its parents/carers.
 - c) Develop and engage in activities which support the education and welfare of the pupils.
 - d) Identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of pupils.
 - e) Support the school in its dealings and liaise effectively with North Ayrshire Education and Youth Employment to ensure it secures a fair and equitable share of resources compared against comparative models.
 - f) Engage in fundraising activities for the benefit of the school.

Parent Forum Membership

3. The Parent Forum consists of all parents or carers with children in attendance at Largs Academy.
4. The membership of the Parent Council consists of parents/carers of children attending Largs Academy as selected by the Parent Forum.

General Meetings

5. An Annual General Meeting of the Parent Forum will 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 2 weeks in advance.
6. The Annual General Meeting will include:
 - a) An update on the previous year’s Parent Council activities on behalf of all parents/carers.
 - b) Appointment of Parent Council Members including Office Bearers, where applicable.
 - c) Discussion of any competent issues of which members of the Parent Forum have given notice.
 - d) Approval of the Treasurer’s Summary Report on the previous year’s transactions.
 - e) Review/re-adoption of the constitution.

7. At all General Meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote, nor does the Headteacher, staff members, councillors, or local authority staff attending.
8. At all General Meetings, the quorum shall consist of five.
9. The Parent Council or thirty members of the Parent Forum may request an Extraordinary General Meeting, and the Parent Council shall arrange this. The Parent Council shall give all members of the Parent Forum at least 2 weeks' notice of the meeting and, at the same time, circulate a notice of the matter or matters to be discussed at the meeting.

Parent Council Membership

10. Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents/carers shall always form the majority of the Parent Council. Any parent or carer of a child at the school can volunteer to be a member of the Parent Council, and can volunteer for Office Bearer positions.
11. The Office Bearers will be Chair, Vice-Chair, Treasurer, and other roles as may be required. The Office Bearers will be elected at the AGM. If they stand down during the school year replacements can be co-opted to the Office Bearer role. Office Bearers shall be elected for an initial period of up to four years and be eligible for re-election. The Parent Council will be chaired by a parent of a child attending Largs Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next AGM.
12. The Secretary will be selected for one year and may be a position that is shared by a number of volunteer pupils.
13. The Head Teacher or a representative has a right to attend and speak at meetings of the Parent Council or Parent Forum.
14. The Parent Council may invite other persons to attend any of its meetings where relevant. This includes teachers, local elected members, ministers, and relevant North Ayrshire Council staff among others. These people may also contact the Chair to request an invitation to speak on relevant matters at a Parent Council meeting.
15. The Parent Council may choose to co-opt 1 or more persons to help carry out its functions at any time. The co-opted persons shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote. Co-opted members can be anyone the Parent Council feels would benefit its workings, such as parents/carers whose children have now left the school or local community members.
16. Should a vote be necessary at a meeting of the Parent Council, each parent/carer member of the Parent Council present at the meeting shall have one vote and resolutions shall be passed

by a simple majority vote of those present. In the event of a tied vote the Chair shall additionally have a casting vote.

17. The Secretary shall be responsible for keeping accurate minutes of all meetings. Copies of the minutes of Parent Council meetings will be available to all parents/carers of children at Largs Academy, to all staff at the school, the education authority and members of the public upon request. Copies will be available via the Chair of the Parent Council and on the school website.
18. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.
19. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, that member's membership of the Parent Council may be terminated if the majority of parent/carer members agree. Termination of membership must be confirmed in writing to the member by the Chair.

Ordinary Meetings

20. The Parent Council will meet at least once every school term. Meeting reminders shall be sent two weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.
21. Where the majority of the Parent Council Members request that an additional meeting be held, members of the Parent Council should be given at least one weeks' notice of date, time and place of meeting.
22. At all meetings of the Parent Council three committee members shall form a quorum.
23. All Parent Council ordinary meetings shall be open to members of the Parent Forum, although they will not have voting rights.

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, the Chair, or the Vice Chair.
25. The Treasurer will keep an accurate record of all income and expenditure, and will provide a written summary of this for each Parent Council meeting, and a full account of the previous years' transactions for approval by attendees at the Annual General Meeting.

Changes to the Constitution

26. The Parent Council may change its constitution after obtaining consent from the Annual General Meeting of the Parent Forum, or an Emergency General Meeting called for the purpose. Members of the Parent Council will be sent a copy of any proposed amendment in advance of the meeting.

Dissolution

27. Should the Parent Council cease to exist, any remaining funds will be passed to the school to be used for the benefit of pupils attending the school.