

# **Banchory Academy Parent Council**

## **Constitution**

**Version 2.2 June 2018**

**Coordinator: C MacLeod**  
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## **FOREWORD**

Parents, Carers and family members play a vital role in their children's education. In recognition of this, the Scottish Schools (Parental Involvement) Act 2006 seeks to encourage and support parents:

- a) to become involved in their children's education and learning;
- b) to become active participants in the life of the school; and
- c) to provide easier ways for parents to express their views.

To help achieve these aims, all parents are automatically members of the Parent Forum at their child's school. In addition the Act makes provision for the Parent Forum, if it wishes, to be represented by a Parent Council.

The school Parent Council is therefore hereby constituted in accordance with and pursuant to the provisions of the Scottish Schools (Parental Involvement) Act 2006 which sets out the functions of the school Parent Council and more fully explained in the Guidance to the Act. This document should be interpreted in conjunction with the Act and the Guidance under explanation that where there is a conflict it shall be the terms of the Act that will be the determining factor.

## **DEFINITIONS**

Throughout this document the term "Parent" shall mean parent, carer or guardian; "School" shall mean Banchory Academy; "parent member" shall mean a member of the Parent Council; "BAPC" shall mean Banchory Academy Parent Council; "BAPTA" shall mean Banchory Academy Parent Teacher Association.

### **1. AIM**

The aim of the Parent Council is to work collaboratively with the Parent Forum and school to promote an inclusive and positive educational environment.

### **2. OBJECTIVES**

2.1 The objectives of the BAPC are:

- To work in partnership with management, staff and pupil representatives to create a welcoming school which is inclusive for all pupils and parents.
- To promote partnership between the school, its pupils, all its parents and the wider community for the benefit of the children who attend the school;
- To develop and engage in activities which support the education, welfare and health of the pupils;
- To represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils;
- To constitute sub-groups, as required, to support the school by working on specific activities or topics on behalf of the full Parent Council; and
- To liaise with the BAPTA or any successor organisation.

### **3. MEMBERSHIP**

- 3.1 The membership of the BAPC shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child at the school may volunteer to become a member of the BAPC.
- 3.2 The minimum number of parent members shall be 3.
- 3.3 The maximum number of parent members shall be 16. Best endeavours will be made to ensure that within this number each stage of the school is equally represented.
- 3.4 Appointment of members shall take place at an Annual General Meeting (AGM). In the event of there being more than 16 volunteers, members will be selected first according to the stage of the school that they represent. Remaining places will be determined by ballot. Any volunteer not selected to be a member may be offered the opportunity to be part of any sub groups set up by the Council.
- 3.5 Where there are fewer than 16 volunteer parent members, all said volunteers shall automatically be appointed. In seeking to fill vacancies, the BAPC shall have due regard to balanced representation of the different stages of the school and social, economic and ethnic representation. Vacancies may be filled at any time after the AGM should further volunteers come forward.
- 3.6 BAPC members will be appointed for a period of 2 years up to the next appropriate AGM after which they may put themselves forward for re-selection if they wish, for a period of 2 further years. If they wish to continue following this period, they must stand for re-appointment at the AGM.
- 3.7 In the event of a member leaving between AGMs, the Parent Council will seek a volunteer from the Parent Forum to be appointed at a Parent Council meeting to fill the position until the next AGM.
- 3.8 The BAPC may set up sub-groups to help achieve the aims and objectives of this constitution. Sub group members do not need to be BAPC members but at least one member of any sub-group will be a member of the BAPC and will have responsibility for communicating between the sub-group and the BAPC.

### **4. CO-OPTED/ ADDITIONAL MEMBERS**

- 4.1 The BAPC may co-opt up to 6 non-parent members it deems appropriate, to assist and advise the Council. In general, the number of co-opted members should not exceed one third of the total BAPC membership. Co-opted members may include:
  - 2 members of the teaching staff;
  - members from the community;
  - the local Councillors;
  - 1 member from the BAPTA.

The non-parent members will be **non-voting** members and **will stand down at the next AGM**. The Rector of the school, whilst not a member of the BAPC, has a right and a duty to be present at meetings of the Council.

- 4.2 Non-parent members will be invited to serve for a period of 1 year up to the next appropriate AGM after their appointment after which time the BAPC will review and consider requirements for co-opted membership.
- 4.3 Two additional non-voting places will be reserved for representatives from the School Captains group (or similar body) who will be invited to attend relevant meetings or parts thereof.
- 4.4 The Rector or his/her representative will act as Advisor to the BAPC and will attend meetings but will not be eligible to vote.
- 4.5 The BAPC can choose to further invite others (local Councillors) to participate in its proceedings that in the opinion of the BAPC are able to make a significant contribution to the work of the BAPC. Such invitees will not be members of the BAPC and will not be entitled to vote on any issue before the BAPC.

## **5. APPOINTMENT OF OFFICE BEARERS**

- 5.1 The Office Bearers shall be: Chairperson, Vice-Chairperson, Secretary and Treasurer.
- 5.2 The Chairperson and Office Bearers will be a parent member of the BAPC, voted for and elected at the Parent Council meeting following each Parent Forum AGM.
- 5.3 If the child of the Chairperson ceases to be a pupil, the Vice Chairperson or other Office Bearer (as appropriate and by agreement) will fill the role until the next meeting at which a replacement will be elected.
- 5.4 The BAPC will appoint a Vice-Chairperson, Treasurer and Secretary from within the BAPC membership. The BAPC may also appoint a Clerk to transact the BAPC's administrative requirements. These Office Bearers will be appointed following the same process as defined for the Chairperson appointment. A Clerk shall be paid according to Education Authority guidelines. The Clerk is not a member of BAPC and will have no voting rights.
- 5.5 The period of office for all Office Bearers will be 2 years and will terminate at the end of 2 years or earlier:
  - 5.5.1 if the parent ceases to qualify for membership of the Parent Forum;
  - or
  - 5.5.2 If 2/3 of the BAPC request that person to stand down.

Office Bearers may serve for up to another 2 years if agreed by the Parent Council. In exceptional circumstances, a third term of office may be offered by the Parent Council.

- 5.6 The BAPC shall have the power to fill any vacancies occurring in the interval between AGMs.

## **6. OPERATING GUIDELINES**

- 6.1 The BAPC will meet at least once in every school term.
- 6.2 Decisions can only be taken at meetings attended by a minimum of three parent members and at least one non-parent member. Two of the members will be Office Bearers. The meeting will be deemed quorate as long as the minimum attendance is achieved.
- 6.3 Decisions can be made with a simple majority. Should a vote be necessary to make a decision, each parent member of the BAPC at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- 6.4 Any four members of the BAPC can request that an additional meeting be held, and all members of the BAPC will be given at least 7 days notice of date, time and place of the meeting.
- 6.5 Meetings of the BAPC shall be open to all members of the Parent Forum unless the BAPC is discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only full members of the BAPC and the Rector, or their representative, can attend.
- 6.6
- a) Copies of the Minutes of all meetings will be available to all parents of children at the School and to all staff at the school.
  - b) Copies will be posted on the School website.
  - c) Copies will be available from the Secretary of the BAPC/Clerk to the BAPC.
  - d) Copies of the Minutes will be sent to Area Education Office.
  - e) Copies of the Minutes will be sent to the Cluster Feeder schools.
- 6.7 The BAPC should review its Constitution every two years.
- 6.8 The BAPC may change its Constitution after obtaining consent from members of the Parent Forum. In such an event, the BAPC will provide 14 days written notice to the Parent Forum of the requested change to allow for review. Members of the Parent Forum will be sent a copy of any proposed amendments and have 14 days to respond to the proposal.
- 6.9 Proposed changes should be presented to the Parent Forum AGM or to a Special General Meeting open to all members of the Parent Forum where a simple majority vote will be taken. The Chairperson of the BAPC will have the casting vote.

6.10 Copies of any amended Constitution will be lodged with the Authority.

## **7. FINANCES**

7.1 The Treasurer will maintain a bank or building society account in the name of the BAPC for all BAPC funds received from Aberdeenshire Council.

7.2 Withdrawals will require the signature of the Treasurer, and one other Office Bearer or one other nominated BAPC member.

7.3 The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each BAPC meeting.

7.4 The Treasurer will provide a full annual account for the AGM. The financial year shall run from 1 September through 31 August. The books shall be brought to balance six weeks before the AGM.

7.5 The BAPC accounts will be subject to an independent review by a person appointed by the BAPC. The Auditor must not be, or related to, a member of the BAPC.

7.6 The BAPC shall be responsible for ensuring that all monies are used in accordance with the objectives of the BAPC. Decisions, as agreed, are to be minuted at the next following meeting.

7.7 Should the BAPC cease to exist, any remaining funds will be passed to the BAPTA to be used for the continuing benefit of the school. Should the BAPTA cease to exist, the remaining funds will be returned to the Education Authority.

## **8. REPORTING**

8.1 The BAPC is accountable to the Parent Forum for the School and will make an annual report to the Parent Forum on its activities on behalf of all the parents.

8.2 This annual report will be presented at the AGM held within 4 weeks of the start of the first term of each new academic session.

8.3 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.

8.4 The meeting will include:

- A report on the work of the BAPC and its sub groups.
- A report on the accounts.
- Selection of the new BAPC Council
- Discussion of issues that members of the Parent Forum may wish to raise.

- Approval of the accounts and appointment of the independent auditor for the coming session.

- 8.5 If 10% of a year group, or more, Parent Forum members request a special general meeting to discuss issues falling within the BAPC's remit, the BAPC shall arrange this.
- 8.6 The BAPC shall give all members of the Parent Forum at least 14 days notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting. The Rector or his/her representative will be invited to the meeting. The meeting will be minuted.
- 8.7 An Extraordinary General Meeting (EGM) can be called at short notice to deal with urgent matters. An EGM can be called by a BAPC parent member if approved by the majority of voting BAPC members.

## **9. CONFIDENTIALITY**

- 9.1 The work of the BAPC will be open and transparent.
- 9.2 Data held as part of the BAPC's work should be held under appropriate GDPR (EU) 2016/679 guidance.
- 9.3 Matters relating to named individual teachers, children, parents or specific school issues will NOT be the subject of discussion at BAPC meetings. The BAPC is able to look at generic issues, for example, bullying policy, homework, Support for Learning.

## **10. CONDUCT**

- 10.1 If a BAPC member acts in a way that is considered by other members to undermine the objectives of the BAPC, their membership of the BAPC shall be terminated if the majority of voting members agree.
- 10.2 Termination of membership will be confirmed in writing to the member by the Chairperson.