

# WESTRAY PARENT COUNCIL

---

## Constitution

1. This is the constitution for **Westray Parent Council**.
2. The objectives of the Parent Council are:
  - To work in partnership with the school to create a welcoming school which is inclusive to all
  - To promote partnership between the school, its pupils, its parents and the wider community
  - 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, on other matters affecting the education and welfare of the pupils.

3. The membership shall consist of the following
  - a minimum of four and maximum of eight parent members who may have children of any age within the school.The other members of the Parent Council will consist of
  - 2 Community representatives who will be co-opted by the Council for a period of 3 years.
  - 1 teacher representative who will be elected by the teaching staff to serve for a period of 3 years.
  - The Council shall invite 2 senior pupils from the School Pupil Council to attend on occasion if there is a relevant issue.

The Head Teacher of Westray Junior High School shall have the right and, if requested by the Parent Council, the duty to give advice to the Council on any matter. The Head Teacher will also have the right to be present and to speak at meetings of the Council, but shall not be a member of the Council.

The Director of Education & Recreation Services or a nominated officer shall be entitled to attend and to speak at any meeting of the Parent Council, but shall not be a member of the Council.

All three island councillors for the electoral ward shall be entitled to attend and to speak at any meeting of the Council, but shall not be a member of the Council.

4. The Chair and Vice-Chair of the Council will be agreed by the Parent Council members immediately following its formation. The Chair and Vice-Chair of the Council has to be a parent member. It is not permissible for a co-opted member or the staff member to be the Chair. The process will be via an election. The period of tenure for the Chair and Vice-Chair will be one year, after which they may be re-elected.

5. In the interim the first Parent Council will consist of the previous School Board members plus an election of up to four new parent members. The previous School Board members will continue on the Council for a 2 year period following the change from School Board to Westray Parent Council. *(This paragraph will be removed from the Constitution in 2009).* Parent members will be chosen to serve for a period of four years. The Council shall ensure that parents are elected on a rolling programme so that all parents cannot stand down at the same time. Parents may be nominated for immediate re-election.

Parent members will also finish their term after their youngest child leaves school.

All the parents of children at the school can take part in the selection process. However, teaching staff cannot be selected as a parent member if they are employed as a teacher of the Westray Junior High School for more than 0.2 FTE (1 day per week).

Parents have to be nominated by one other parent for election to the Parent Council (but not their partner).

Following nomination there will be an election providing there is a greater number of nominees than parent member places.

Election will be by ballot papers circulated to all parents of the school from Nursery to Secondary 4 age. Election will be by simple majority. In the event of an equal number of votes for the final place a draw will be undertaken.

The parents will have 4 weeks to select their representatives.

6. The Parent Council is accountable to the Parent Forum for Westray Junior High School and will make a report to it at least once each year on its activities on behalf of all the parents.
7. If 25% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The 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.
8. The Annual Meeting will be held in November 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 two weeks in advance. The meeting will include:
- a report on the work of the Parent Council and its committees
  - discussion of issues that members of the Forum may wish to raise by letter prior to the meeting at least one week in advance
  - approval of the accounts (if any) and appointment of the auditor

9. The Parent Council will meet at least once in every school term.
10. Should a vote be necessary to make a decision, each Parent Council member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. This includes the staff representative who is a member.
11. Any 3 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.
12. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Also if a Parent Council member has not attended more than 2 consecutive meetings without giving apologies for absence they may be asked to reconsider their membership and may be asked to stand down. Termination of membership will be confirmed by writing to the member.
13. Copies of the minutes of all meetings will be made available to all parents of children at Westray Junior High School and to all staff at the school. Copies will be available by request from the Clerk and will be displayed on the school notice board.
14. Quorum – Members may not be able to attend every single meeting, but as long as all members have been told of a meeting and at least a third of the total possible membership turn up, the Parent Council can carry on its business in the normal way.
15. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend. Anonymous letters will not be discussed or acted upon by the Council.
16. The Parent Council can raise funds by any means other than by borrowing. The Council may apply for and receive grants and receive gifts.
17. The Clerk may open a bank account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of two out of three appointed signatories. These will include the Clerk, the Chairperson and one other member. Signatories not to be in the same household.

If the Parent Council decides to open a bank account, the Clerk 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 prior to the Annual Meeting.

The Parent Council shall be responsible for ensuring that any monies are used in accordance with the objectives of the Parent Council.

18. 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, (or schools), where this continues.
19. The Parent Council may change its constitution at any time after obtaining consent from the majority of the members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.