



Queensferry High School – Parent Council Constitution

Aims

The Queensferry High Parent Council (PC) aims are to:

- Work in partnership with the school to create a welcoming community which is inclusive for all parents and students
- Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the students
- Promote parental / carer involvement in their child's education and learning
- Communicate effectively with school staff, parents / carers and students
- Promote equality, diversity, inclusion and fairness
- Represent parents to the Local Authority (City of Edinburgh Council)
- Support the school in recruitment and selection of senior staff

Powers

The PC shall have the power to do anything considered by them to be in furtherance of the aims, as long as these align with the views of the Parent Forum (PF).

Membership and Election of Office Bearers

The membership consists of parents / carers of children attending Queensferry High School (QHS) as selected by the PF. There shall be a minimum of 8 and a maximum of 20 parents / carers and there are no time limits on membership.

The PC shall elect a Chair and Vice Chair annually at an Annual General Meeting (AGM).

The Office Bearers will be the Chairperson, Secretary, Vice Chair, Treasurer, CEC Locality Representative, Cluster Group Liaison, PSA Liaison, Community Council Liaison and Year Representatives; elected for the coming year at the first PC after the AGM.

The school will be represented by at least two members of the teaching staff, including the Head Teacher, who has a right and a duty to attend.

Elected members representing the local authority within the catchment area of the school may attend PC meetings and may participate in business matters but do not carry any vote.

Other representatives may be invited, including student representatives. Such invitations must be agreed in advance by the PC and the invitation issued by the Chair or Vice Chair.

The PC may decide to appoint further positions should it so desire, which can be appointments or may be nominated or elected at the AGM.

The PC may co-opt further members to assist it with carrying out its functions. Co-opted members retire at the AGM but shall be eligible to be co-opted for a further term.

Operation

Meetings of the PC shall be held as required and a quorum shall consist of a minimum of one half of the parent members. The PC may meet without a quorum being present but may not make any binding decisions on any matter in its control.

Any two members of the PC can request that an additional meeting be held, and all members of the PC will be given at 2 weeks' notice of date, time and place of the meeting.

The PC may create working groups as required from time to time for specific purposes. These may be either short term, to cover a special task or event, or longer term; where a specific ongoing purpose is identified. Any working groups formed shall keep minutes and records of their meetings and shall share these regularly with the PC.



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Each member of the PC shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have both a deliberative and casting vote - one vote as a PC member and one vote as Chair. The Chair's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the PF.

A member of the PC failing to attend three consecutive meetings without reason/apologies may be deemed to have retired.

Finance

The Treasurer will open a bank or building society account in the name of the PC, for all PC funds. Withdrawals will require the approval of both the Treasurer and the Chair. The Treasurer will keep an accurate record of all income and expenditure, will provide a summary of this for each PC meeting and a full account for the AGM. The PC accounts will be audited each year by an auditor appointed by the Treasurer. The PC shall be responsible for ensuring that all monies are used in accordance with the objectives of the PC.

Annual General Meeting

The AGM will be held early in the first term of each school year, as close to the beginning as is reasonable. A notice of the meeting including date, time, and place will be sent to all members of the PF. The meeting will include:

- A report on the work of the PC and its committee
- Election of the members of the PC, Chair and Vice Chair
- Approval of the accounts and appointment of the auditor
- A report from the Head Teacher

PC Meetings

All PC meetings shall be open and any member of the PF may attend, although they will not have voting rights. The PF will be notified in advance of each PC so points for discussion and consideration can be raised either in person, via the PC Year Representatives and / or directly to the PC Chair. All attendees at the PC are expected to follow the PC Member Guidelines and Principles.

Minutes

Minutes will be published on the school website once approved at the next PC Meeting and attendance will be tracked via the minutes.

Changes to the Constitution

The PC shall review the wording of the Constitution annually and shall propose any relevant updates and changes as necessary. This review does not require changes to be made, it may be simply to confirm ongoing appropriateness. Changes to the Constitution must be agreed by the PF at the AGM. Each parent in attendance will have one vote and changes will be accepted if 70% of parent members in attendance agree.

Dissolution

In the event that the PC ceases to exist, any remaining funds should be distributed for the benefit of the children at the school.