

CONSTITUTION FOR KIRKWALL GRAMMAR SCHOOL PARENT COUNCIL

1. This is the constitution for Kirkwall Grammar School 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 for all **parents and carers**.
 - To promote partnership between the school, its pupils, parents/carers and the 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 other matters affecting the education and welfare of the pupils.

The statutory functions of the Parent Council are set out in the Scottish Schools (Parental Involvement) Act 2006, and a summary of those functions is contained in the attached Appendix.

3. The membership of the Parent Council will consist of a minimum of 6 parents of children attending the school. The maximum size will be 20 parents. The membership should include one parent from each year group chosen by the parents of children in these year groups. In addition, the parent Council should include at least one parent from the north or unlinked south isles and at least one parent from a parish other than Kirkwall/St Ola.
4. To hold a meeting, the number of parents present must exceed the number of co-opted members present and there must be present a minimum of 4 parents not from the same household.

Any parent of a child at the school is a member of the Parent Forum and can be elected as a member of the Parent Council. The Parent Council members will stand for a period of 2 years, after which they may put themselves forward again for another term of two years. Should the number of volunteers exceed the number of places set out in the Constitution, members will be selected by the drawing of lots.

The Head Teacher of Kirkwall Grammar School has both the duty and the right either to attend or (if the Head Teacher so elects) to be represented at meetings of the Council, but shall not be a member of the Council.

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

The Chair of the Education Committee or their nominee(s) shall be entitled to attend and to speak at Parent Council meetings, but shall not be a member of the Council.

A member of the Kirkwall Grammar School Pupil's Council shall be entitled to attend and to speak at Parent Council meetings, but shall not be a member of the Council.

5. The Parent Council may co-opt up to five members. These should include two members of the staff of Kirkwall Grammar School and a member of staff from Papdale Halls of Residence to assist with carrying out its functions. Co-opted members will not have a vote, only parent members will be entitled to vote at meetings.

Co-opted members will be invited to serve for a period of one year or until the next AGM, whichever is earlier.

6. The Parent Council members will elect the Chair and Vice-Chair and appoint a Clerk of the Council immediately following its formation.

Office bearers will be elected by the Parent Council every year at the first meeting of the new school session. Should an office bearer's position become vacant before that time, other existing Parent Council members will be offered the role before it is offered to the Parent Forum. The Parent Council may elect a treasurer if they deem it to be necessary.

7. The Parent Council is accountable to the Parent Forum for Kirkwall Grammar School and will report on its activities on behalf of all the parents once a year.

If 50 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks notice of the meeting and, at the same time, circulate notice of the matter(s) to be discussed at the meeting.

8. The Annual 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 two weeks in advance.

The meeting will include:

- A report on the work of the Parent Council and its committee(s).
- Selection of the new Parent Council (every 2nd year).
- Discussion of issues members of the Parent Forum may wish to raise.
- Approval of the accounts and appointment of the auditor/examiner.

9. The Parent Council aims to meet at least once in every school term, ie 4 times per year.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any three members of the Parent Council can request an additional meeting and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

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. Termination of membership would be confirmed in writing to the member.

10. Copies of the minutes of all Parent Council meetings will be sent out by e-mail or post to those who were in attendance, appropriate Councillors, OIC Education Dept; copies of the minutes will be available to all parents of children at Kirkwall Grammar School and to all staff at the school. Copies will be obtainable from the Clerk to the Parent Council, from the school office, and they will also be available on the school website.
11. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers confidential. In such circumstances, only parent members of the Parent Council and the head teacher, or his/her representative, can attend.
12. The Parent Council can raise funds by means other than by borrowing and can apply for and receive grants and receive gifts.

13. The Clerk 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 two members of the Parent Council. Signatories will not be from the same household.

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 auditor/examiner will audit the Parent Council account prior to the Annual Meeting.

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

The Parent Council cannot acquire any interest in heritable property, whether by inheritance, gift or otherwise.

14. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. A copy of proposed amendments will be made available to members of the Parent Forum and they will be given a minimum of 14 days to respond to a proposal. The Parent Council shall provide the education authority and the Head Teacher with a copy of the amended or new constitution.
15. Should the Parent Council cease to exist, all remaining funds will be passed to Kirkwall Grammar School to be used for the benefit of the school.
16. The Parent Council will be involved in the recruitment and selection of school staff, after appropriate training and in accordance with the education authority policy.

APPENDIX

Summary of the statutory functions of a Parent Council

(NB - for a full list of the statutory functions please refer to the Scottish Schools (Parental Involvement) Act 2006)

Functions of a Parent Council

1. The functions of the Kirkwall Grammar School Parent Council are:-
 - a. To support the endeavours of those managing the school -
 - i. To raise standards of education in the school,
 - ii. To secure improvements in the quality of education which the school provides, and
 - iii. To develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
 - b. To make representations -
 - i. To the school's Head Teacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
 - ii. To the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
 - c. To promote contact between -
 - i. The school,
 - ii. The Parent Forum,
 - iii. Parents of prospective pupils of the school,
 - iv. Pupils in attendance at the school,
 - v. The community, and
 - vi. Such other parents as it appears to the council appropriate to include for the purposes of this paragraph,
 - d. To report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event -
 - i. Not more than 12 months after the council is established, and after that first report, at intervals of not more than 12 months,

To ascertain the views of members of the Parent Forum as regards -

 - i. The standards of education in the school,
 - ii. The quality of education which the school provides,
 - iii. The exercise by the council of its functions, and
 - iv. Such other matters as appear to the council to be of interest or concern to the Parent Forum,

To collate those views and report them to -

 - i. The Head Teacher of the school,
 - ii. The education authority, and
 - iii. Such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
 - iv. To review from time to time its constitution and
 - v. With the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.

2. In addition to the functions specified above, the Parent Council is to promote contact between -
 - a. The Parent Forum of the school, and
 - b. Such providers of nursery education to prospective pupils of the school as appear to the council appropriate.
3. Subject to the provisions of the Scottish Schools (Parental Involvement) Act 2006 and unless otherwise prohibited by law, the Parent Council may do anything which is calculated to facilitate the exercise of its statutory functions including, without prejudice to the foregoing generality -
 - a. Entering into contracts and agreements (other than in relation to land), and
 - b. Appointing a person to be clerk to the council.
4. The members of the Parent Council do not incur personal liability for anything done, or purportedly done, in the exercise of its statutory functions if it was done in good faith.
5. In the exercise of its statutory functions the Parent Council is to have regard to any guidance issued to it by Orkney Islands Council, as education authority, for the purpose of ensuring that any duty which the authority has, under statute, or, by virtue of any rule of law, is duly complied with.
6. The Parent Council is to comply with any reasonable request made to it by the Head Teacher of the school or by the education authority for information relating to its exercise of its statutory functions.