

St. Mungo's High School Parent Council

Agreed Constitution

This is the constitution of St. Mungo's High School Parent Council.

Objectives

The objectives of the St. Mungo's High School Parent Council are:

1. To promote partnership between the school, its pupils, all parents and the Catholic Church to ensure that all pupils develop their full potential leading to lifelong activities being guided by the Holy Spirit and the presence of Christ in the service of God and others.
2. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
3. To develop and engage in activities which support the education and welfare of the pupils.
4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

Membership

The membership will include a minimum of Twelve parents of children attending the school. The maximum size will include Twenty One parents of children attending the school. It is desirable that the Twenty One members of the parent body should be on the basis of two parents per year group one to six. The headteacher also has a right and duty to attend St. Mungo's High School Parent Council meetings as the principal advisor.

The parent members of the Parent Council will be selected for a maximum period of two years, after which they may put themselves forward for re-selection if they wish and they are still eligible.

Any parent(s) of a child at the school can volunteer to be a member of the Parent Council on a 'first come, first served' basis. In the event that the number of parent volunteers exceeds the number of places set out in the constitution, volunteer parents' names will be added to a waiting list until a vacancy arises. Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join the Parent Council at any time to fill existing parent vacancies.

The Parent Council may co-opt up to four additional members to assist it with carrying out its functions, of which at least one will be a Church Nominee from the local Diocese. These additional members may include two representatives from the school teaching staff and a representative of the wider local community.

Co-opted staff and community members will be invited to serve for two years. The Co-opted membership will be reviewed when necessary. A standing invitation to attend Parent Council meetings will be sent to the relevant local councillor(s) and 2 members of the student council.

Office Bearers

The Chair, Vice-Chair and Treasurer of St. Mungo's High School Parent Council will be appointed by the Parent Council members immediately following its formation. Office bearers will be elected by being proposed and seconded by other Parent Council members. Office bearers will normally serve for two years. If an office bearer position becomes vacant, it will be filled at the next Parent Council meeting.

The Parent Council will be chaired by a parent of a child attending St. Mungo's High School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

The Parent Council will appoint a Clerk who will be paid to carry out his / her duties.

Contact details of office bearers and the Clerk will be sent to Falkirk Council Education Services.

Annual Meeting

The Annual Meeting will be held in October 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 St. Mungo's High School Parent Council
- Selection of new Parent Council members if required
- Discussion of issues that members of the Parent Forum may wish to raise
- Approval of the accounts and appointment of the auditor

If 10% of the 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 will give all members of the Forum at least 2 weeks notice of the meeting and at the same time circulate notice of such matter, or matters, to be discussed

Business Meetings

The St. Mungo's High School Parent Council will meet once per term unless additional meetings are required to discuss specific topics. The dates of the meetings will be printed on the school calendar which is circulated to all members of the Parent Forum. The Chair will be responsible for the regulation of the meetings.

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

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.

Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representative, can attend. Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.

Minutes and Agendas of Meetings

The Chair and the Clerk will produce the agenda, in agreement with the headteacher, and it will be circulated to all members of St. Mungo's High School Parent Council at least one week before the meeting takes place.

Copies of the minutes of all meetings will be available to all parents of children at St. Mungo's High School and to all teachers at the school. Copies will be available from the school office and the school's website.

A copy of the agreed minutes will be sent to Falkirk Council Education Services.

Finances

The Treasurer will open a bank or building society account in the name of St. Mungo's High School Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other office bearer of the Parent Council.

The Treasurer 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 appointed at the previous Annual Meeting.

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

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.

Changes to the Constitution

The constitution will be reviewed when deemed necessary by the majority of St. Mungo's High School Parent Council members. The Parent Forum will be consulted on any proposed change.

Dissolution of Parent Council

In the event that St. Mungo's High School Parent Council ceases to exist, any remaining funds should be returned to the local authority to be distributed for the benefit of the children at the school.