

CONSTITUTION

1. This is the constitution for Keith 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.
 - To promote partnership between the school, its pupils and all its parents.
 - To develop and engage in activities which support the education and welfare of 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.
3. The membership will be a minimum of 4 parents of children attending the school. The maximum size is 20.
4. The Parent Council will be selected for a period of two years after which they may put themselves forward for re-selection if they wish. Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by lot.
5. At least half of the Parent Council will be made up of Parent Forum members and up to half the membership will be reserved for other co-opted members including pupils and staff in the school. The number of parent members on the Parent Council must always equal or be greater than co-opted members. Co-opted members will be invited to serve for a period of three years, after which time the Parent Council will review and consider requirements for co-opted membership.
6. The Parent Council will be chaired by a parent of a child attending Keith Grammar School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
7. The Parent Council is accountable to the Parent Forum of Keith Grammar School and will make a report to it at least once each year on its activities on behalf of all the parents. If 10% of 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 matter, or matters to be discussed at the meeting.

KEITH GRAMMAR SCHOOL PARENT COUNCIL

8. The Annual Meeting 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
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor

9. The Parent Council will meet at least once in every school term. 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 two 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.

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 meetings will be available to all relevant parties at Keith Grammar School. Copies will be available from the secretary of the Parent Council/Clerk to the Parent Council and from the school office, and on the Parent Council website.

11. 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 Head Teacher, or his or her representative, can attend.

12. The Treasurer will keep an accurate account within Keith Grammar School fund of all income and expenditure. These accounts will be made available to the Parent Council at least once a year or on request.

13. The Parent Council may change its constitution after obtaining consent from 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.

14. Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of Keith Grammar School.