

CONSTITUTION FOR AUCHNAGATT SCHOOL COUNCIL

1. This is the constitution for Auchnagatt School Council.
2. The objectives of Auchnagatt Council are:
 - To work in partnership with the school promoting its aims and values in order to create a welcoming school, which is inclusive for all.
 - To promote partnership between the school, it's pupils and all stakeholders.
 - To develop and engage in activities which support the education and welfare of the pupils and staff.
 - To identify and represent the views of all, on the education provided by the school and other matters affecting the education and welfare of the pupils.
- 3.1 The membership of the School Council shall be made up of parent members from the Parent Forum and co-opted members. Any parent of a child may volunteer to be a member of the School Council. The head teacher of the school whilst not a member of the School Council, is welcome to attend or be presented at School Council meetings.
- 3.2 As a minimum there shall be six parents of children attending Auchnagatt Primary School.
- 3.3 Open to all parents and up to 2 co-opted members from the community. Best endeavours will be made to ensure that within this number each stage of the school is equally represented.
- 3.4 Appointment of members shall take place at the Annual Meeting. In the event of there being more than 9 parent volunteers, members will be selected first according to the stage of the school that they represent. Remaining places will be determined by ballot.
- 3.5 Where there are fewer than 6 volunteers, all shall automatically be appointed. Vacancies may be filled at any time after Annual Meeting should further volunteers come forward. In seeking to fill vacancies The School Council shall have due regard to balanced representation of the different stages of the school.
- 3.6 School Council members will be selected for a period of two years after which they may put themselves forward for re-selection if they wish.
- 3.7 The School Council may set up sub-groups to help achieve the aims and objectives of this constitution. It may be desirable, for example, to set up groups to facilitate fund raising, communications, extra-curricular activities and social events for pupils, parent and staff. Any member of the Parent Forum may be part of any sub-groups set up by the School Council and the School Council shall endeavour to encourage as many parents as

possible to participate. At least one member of any sub-group will be a member of the School Council and will have responsibility for communicating between the sub group and the School Council.

- 3.8 The School Council may co-opt up to 6 non-parent members to assist it with carrying out its functions. At no time shall the number of co-opted members exceed half of the total School Council membership. It is desirable that co-opted members include staff from the school.
- 3.9 Co-opted members will be invited to serve for a period up to the next annual meeting after their appointment after which time the School Council will review and consider requirements for co-opted membership.
- 3.10 The school Council can choose to invite others to participate in its proceedings. This may include pupils, local councillors and representatives of religious organisations or any other person who, in the opinion of the School Council is able to make a significant contribution to the work of the Council. Invitees will not be members of the School Council and will not be entitled to vote on any issue before the School Council.
4. Office bearers will be selected by the School Council on an annual basis (at the annual general meeting of the School Council). The maximum length of time to be served in one office bearer's position will be two years.
5. The School Council is accountable to the parent body for Auchnagatt School and will make a report to it at least once each year on its activities on behalf of all the parents.

If at least 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the School Council shall arrange this. The School 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.

6. 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 School Forum at least 2 weeks in advance. The meeting will include:
 - a. A report on the work of the School Council and its committee(s)
 - b. A selection of the new School Council, on a biannual basis
 - c. Discussion of issues that members of the parent body may wish to raise
 - d. Approval of the accounts and appointment of an external examiner

7. The School Council will meet at least once in every school term.

Should a vote be necessary to make a decision, each 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 School Council can request that an additional meeting be held, and all members of the School Council will be given at least two week's notice of date, time and place of the meeting.

If a School Council member acts in a way that is considered by other members to undermine the objectives of the School Council, their membership of the School Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

8. Copies of the minutes of all meetings will be available to all parents of children at Auchnagatt School and to all staff at the school on request. Copies will be available from the school office.
9. Meetings of the School Council shall be open to the public, unless the School Council is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, only office bearers of the School Council and the head teacher, or his or her representative, can attend. For the avoidance of doubt it shall not be competent for the School Council to discuss issues of a personal nature concerning individual school pupils or members of school staff.
10. The Treasurer will open a bank or building society account in the name of the School Council for all School Council funds. Withdrawals will require the signature of the Treasurer and one other School Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each School Council meeting and a full account for the Annual Meeting. The School Council accounts will be examined by the external examiner appointed at the Annual Meeting.

The School Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the School Council.
11. The School Council may change its constitution after obtaining consent from the majority of respondent members.
12. Should the School Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school where this continues.

