

## Interim Parent Council Constitution (DRAFT)

NOTE: where 'parent' is used within this constitution, it refers to 'parent/carer'.

1. This is the constitution for the Interim Parent Council representing both schools:

- Name of School 1
- Name of School 2

2. The objectives of the Parent Council are to:

- Support the school and Council in the development of a new school
- Represent the views of all parents from both schools involved
- Encourage the involvement of parents, pupils, pre-school groups and the wider community in the development of the new school, and
- Report back to the Parent Forum and existing school's parent councils.

3. The membership will be:

- Five to 12 parent members of children who attend the schools
- One Church Representative (if appropriate), and
- One to three staff members.

The Head Teacher has a duty and a right to attend all meetings.

4. The Parent Council will be selected for the period of the development of the new school.

Any parents of a child at the school can volunteer at the first meeting to be a member of the Parent Council. Where possible, two representatives for each year group (one from each school) will be elected. If each year group allocation is not filled, the places could be given to parents of another year group.

In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by names being drawn out of a hat (ballot).

Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.

Where possible, representation should be equal between parents of each school.

5. The Parent Council may co-opt up two members to assist it with carrying out its functions "of which at least one must be a member of the church or denominational body in whose interest the school is conducted (in the case of a denominational school)".
6. If the Parent Forum decides to have office bearers: The Chair, Vice-Chair and Clerk of the Council will be agreed by the Parent Council members immediately following its formation.

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Office bearers will be re-selected by the Parent Council on an annual basis at the start of each session.

7. The Interim Parent Council is accountable to the Parent Forum for both schools and will make a report each meeting of each school's parent council.

Where [number] [or 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 4 term weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

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 2 weeks in advance.

The meeting will include:

- A report on the work of the Interim Parent Council and its committee(s)
- Selection of the new Interim Parent Council, and
- Discussion of issues that members of the Parent Forum may wish to raise.

9. The Interim Parent Council will meet at least 6 occasions each session, or as required by the needs of the project.

Should a vote be necessary to make a decision, each member at the meeting will have one vote.

Where members of the Interim Parent Council cannot reach a resolution on any competent matter, the Head Teacher or Senior Officer may refer the dispute to the Chief Education Officer, who will initiate a process of arbitration.

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 two term weeks' 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 parents of children attending both schools, and to all staff at the school.

Copies will be distributed from the Secretary of the interim Parent Council/Clerk to each school's Parent Council, and made available on each schools website and from the school offices. Copies will also be sent to the Local Authority and will be available on the Authorities' website.

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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.

Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.

12. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum, at the AGM or an EGM.

Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

13. The Parent Council will have the authority to establish sub-groups or working parties for a specific purpose. Each working group may decide upon its own constitution to be ratified by the Parent Council. Members of these groups can be members of Parents Council, co-opted members or volunteers.