



Kinross High School Parent Council
Kinross High School
Loch Leven Community Campus
Muirs
Kinross
KY 13 8FQ
Telephone 01577 8671 00

KINROSS HIGH SCHOOL PARENT COUNCIL CONSTITUTION

Note: the term "parent", where used in this constitution will include any person who has parental responsibilities or care of a child or young person.

1.AIMS

- a) Performing the functions of a parent council under section 6 of the Scottish Schools (Parental Involvement) Act 2006 (the "Act"), including:
 - a. supporting raising the standards of education/securing improvements in the quality of education provided by the school;
 - b. making representations to the headteacher and education authority to promote parental involvement in pupils education;
 - c. ascertaining and collating views of members of the Parent Forum as regards standards of education in the school, quality of education provided by the school and other matters as appear to KHSPC to be of interest to the Parent Forum and reporting those views to the headteacher and education authority;
 - d. promoting contact between the school, Parent Forum, pupils and the wider community.
- b) Promoting close co-operation and effective communication between KHS parents and KHS.
- c) Promoting equality, fairness and inclusion
- d) The study and discussion of matters of mutual interest or concern relating to the education and welfare of pupils.
- e) Engaging in activities which support and advance the education and wider educational experience of pupils attending the school.
- f) To benefit from the ideas, skills, knowledge and opinions of all members.

2.POWERS

KHSPC shall have the power to do anything considered by them to be in furtherance of KHSPC's aims (as above) while representing the views of the Parent Forum, including:

- supporting the school in its work with pupils
- representing the views of all parents

- attendance at school and community events to promote contact between the school, parents, pupils and the community
- reporting to the Parent Forum on KHSPC's activities not less frequently than annually
- involvement (and encouraging parents to be involved) in the development of the School Improvement Plan and Standards & Quality Reports
- Involvement in the appointment of Senior staff
- Involvement in school inspections
- Exercise of other powers and functions under the Act

3.MEMBERSHIP

The membership of KHSPC consists of parents of pupils attending the school ("Ordinary Members"), along with office bearers elected and co-opted members appointed in accordance with the processes set out in this paragraph and paragraph 5. A teacher may be an Ordinary Member and may stand for election as an office bearer, as long as they are the parent of a pupil at the school, in which case they shall attend as a parent and not in their professional role. Parents may volunteer to be Ordinary Members by notifying one or more of KHSPC's office bearers of their wish to be an Ordinary Member at least 7 days prior to the annual general meeting and by attending that meeting. The office bearers of KHSPC shall be as elected by the Parent Forum at the annual general meeting or (where any office bearer resigns) at an extraordinary meeting of KHSPC. KHSPC will consist of a minimum of 5 members. Local elected members of Perth and Kinross Council may attend meetings of KHSPC (ex officio). KHSPC may co-opt members from time to time, subject to the number of co-opted members not to exceeding 50% of the total number of the Ordinary Members and office bearers of KHSPC from time to time.

Parents shall cease to be a member of KHSPC automatically when their child or young person permanently ceases to be a pupil of the school. Where the member is also an office bearer, they will also cease to hold that office automatically when the relevant child or young person ceases to be a pupil. Where the relevant office bearer is the chairperson, the vice chairperson shall serve a chairperson until the next AGM. Where there is more than one vice chairperson one such person shall be elected to serve as chairperson by the voting members of KHSPC until the next AGM. Where the relevant office bearer holds another role, an EGM shall be called to elect a replacement.

4.GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business at the AGM shall include: -

- a) the work of KHSPC as reports from the Chair and Treasurer
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Forum
- e) election of office bearers/members to serve on KHSPC

At all general meetings, voting shall be on the basis of one vote per Ordinary Member or office bearer present at the meeting. Co-opted members of KHSPC shall not have a vote at general or other meetings (unless they are a parent of pupils attending the school) nor shall the headteacher, staff, councillors or other members of the public attending.

At all general meetings the quorum shall consist of 50% of the total number of Ordinary Member and office bearers of KHSPC.

Any two Ordinary Members or office bearers of KHSPC or five members of the Parent Forum shall have power to call an Extraordinary General Meeting from time to time to address matters pertaining to the constitution or appointment of office bearers or other matters identified as being appropriate to be addressed at an EGM in policies adopted by KHSPC from time to time.

5.OFFICE BEARERS AND CO-OPTED MEMBERS

Office bearers of KHSPC shall be appointed at the AGM. They shall be elected for a one year term and are eligible for re-election, up to a maximum of three terms. Parents shall always form the majority of KHSPC.

The office bearers shall be Chairperson, Vice Chairperson(s), Secretary, Treasurer and such others as may be required. The Chairperson must be a parent of a pupil attending the school. If elected office bearers stand down during the year, replacements can be co-opted to the office bearer role on a temporary basis until an EGM is called and a replacement office bearer elected.

KHSPC may co-opt persons to help carry out its functions at any time. The co-opted members shall retire at the AGM after they are co-opted, but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote (unless they are parent of a pupil attending the school).

6.ORDINARY MEETINGS

Each Ordinary Member and each office bearer of KHSPC shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a KHSPC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie. Where the Chair role is held by more than one person, each Chair will be entitled to a member vote and any associated casting vote will be the given majority between the Chair(s) and Vice-Chair.

The Secretary shall be responsible for ensuring that accurate minutes of all meetings are kept and shall make these available to be published on Kinross High School web-site, Kinect and Kinross High School Parent Forum facebook page, once approved by the Chair and the other office bearers.

An Ordinary Member or office bearer of KHSPC who fails to attend three consecutive meetings without reason/apologies may be deemed to have retired from KHSPC at the discretion of the office bearers (or remaining office bearers as the case may be).

Meetings may take place in person, online or both and shall be held as required. Where possible (to support aim 1 c)) priority will be given to hosting hybrid meetings. Matters relating to KHSPC shall take precedence at these meetings. Meeting reminders shall be sent 2 weeks prior with a call for agenda items and then an agenda made available one week before the meeting.

At all meetings of KHSPC 50% of the total number of Ordinary Members and office bearers shall form a quorum.

All KHSPC ordinary meetings shall be open to members of the Parent Forum and general public to attend, although they will not have voting rights.

The Agenda for ordinary meetings shall be determined by the Chair or (in the absence of the Chair) the Vice Chair, in either case after consulting with the other office bearers.

7.FINANCE

The funds of KHSPC shall be lodged in a bank, building society or other account in the name of KHSPC. Cheques shall be drawn, or withdrawals made against the signatures of at least two named office bearers of KHSPC. For electronic banking, transactions are recorded and shared at meetings. Invoices and expenses repayments should be signed off by two office bearers of KHSPC.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of KHSPC. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum or (where that individual is no longer available to do so) by another suitable person appointed by KHSPC prior to the AGM. The Treasurer should report on finances at every meeting.

KHSPC shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of KHSPC.

8. CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and must be approved by not less than two thirds of all members of the Parent Forum present. KHSPC may, from time to time, agree to adopt alternative approaches to seeking the approval of the Parent Forum for changes or additions to its constitution, such as the use of electronic questionnaires or online polls.

9.HEADTEACHER

The Headteacher or a representative of their choosing in their stead, has a right and a duty to attend KHSPC meetings in accordance with the Act. Meetings of KHSPC may proceed in the absence of the Headteacher or a representative, provided 2 weeks' notice of the meeting has been provided to the school. The Headteacher is required by the Act to report to KHSPC once a year. The Headteacher has no voting rights within KHSPC.

10. POLICIES

KHSPC may adopt policies and procedures from time to time by approval of the majority of the voting members. Following adoption of such policies and procedures, members shall be required to comply with their terms.

11.DISSOLUTION

In the event that KHSPC ceases to exist for reasons of constitution, any remaining funds passes to a local charity that is supportive of the interests of the pupils of the school to be used for the specific benefit of the pupils of the school as determined by the Parent Forum.

Acknowledgments

Connect Guidance on Scottish schools (Parental Involvement Act 2006) Jan 2022

Connect Guidelines on PC/Committee Members Aug 2022