



Kinross High School Parent Council  
Kinross High School  
Loch Leven Community Campus  
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## KINROSS HIGH SCHOOL PARENT COUNCIL

### THE CONSTITUTION

*Note that throughout the Constitution, the term parent will be taken to mean parent or carer.*

#### INTRODUCTION

1. The Scottish Schools (Parental Involvement) Act 2006 came into force on 1<sup>st</sup> August 2007 and is designed to extend and improve parental involvement in their children's education and in their schools. The Act required that existing School Boards and Parent Teacher Associations be removed in favour of a Parent Council, encompassing the wider school parent community interest, the Parent Forum.
2. The Act makes provision for the establishment of a Parent Council to represent the Parent Forum, and sets out arrangements for the membership and functions of the Parent Council. Those arrangements include a requirement that each Parent Council be governed by an agreed and transparent constitution.

#### CONSTITUTION

- 3 The constitution for the Parent Council is presented below.

#### NAME

4. The Kinross High School Parent Council will be named the "Kinross High School Parent Council" (KHSPC).

#### OBJECTIVES

5. The objectives of the KHSPC are to:
  - 5.1 work in partnership with the school to create a welcoming school which is inclusive for pupils, academic and support staff, and parents;
  - 5.2 promote partnership between the school, its pupils, its parents; and the local community;
  - 5.3 develop and engage in activities which support the education and welfare of the pupils;
  - 5.4 identify and represent the views of parents on the education provided by the school supported by the Education Authority and other matters affecting the education and welfare of the pupils.



5.5 be consulted in and to contribute to the selection and appointment of senior academic staff at KHS.

6. In effect the KHSPC combines the activities of the old Kinross High School Board and the Parents Teacher Association (PTA) into a single body. Within the KHSPC the Events & Fundraising Committee (EFC) looks after the activities of the old PTA.

#### MEMBERSHIP OF THE KHSPC

7 The membership of the KHSPC will comprise parent members, school staff members and co-opted members.

8. There is no set limit to the size and membership of the KHSPC. However quorum is five members of whom three must be parent members and of those three, two must be office bearers.

9. Parent members of the KHSPC must be a parent of a pupil currently studying at Kinross High School. Any parent of a pupil studying at KHS may volunteer for nomination for election as a parent member of the KHSPC.

10. The KHSPC will normally and ideally comprise two parent member representatives for each academic year group. All parent members enjoy equal voting rights on the KHSPC.

11. Parent members will serve for maximum of four years without re-election. In addition and notwithstanding their time served on the KHSPC, each year the two longest serving parent members will normally stand down. They may offer themselves for re-election.

12. The Headteacher of KHS will normally be invited to join the KHSPC. In the Heateacher's absence a Depute Headteacher may represent the Headteacher at KHSPC meetings. The Headteacher has no voting rights on the KHSPC.

13. Two members of the teaching staff of KHS will normally be invited to join the KHSPC. The choice of each teaching staff member will be determined by the parent members of the KHSPC. The teaching staff members enjoy equal voting rights with other parent members of the KHSPC.

14. The KHSPC may co-opt additional members to the KHSPC or to its sub-committees to support the activities of the KHSPC. Co-opted members may be drawn from the teaching and support staff in the school, the Parent Forum and from the wider local community. The co-opted members may be invited to serve for a time period as deemed necessary and agreed by the parent members of the KHSPC. Co-opted members enjoy equal voting rights with the parent members of the KHSPC.



15. Community Councilors from within the Kinross High School catchment area may be invited to attend KHSPC meetings as the KHSPC deems appropriate. Community Councilors have no voting rights on the KHSPC.

16. The number of parent members on the KHSPC must always be greater than the combined number of teacher and co-opted members.

17. The membership arrangements of the EFC are discussed separately.

#### OFFICE BEARERS

18. A Chairperson, Vice Chairperson and Treasurer of the KHSPC will be elected from and by the parent membership of the KHSPC.

19. The parent membership of the KHSPC may appoint or remove additional office bearers as circumstances deem necessary.

20. A Clerk to the KHSPC will be appointed by the KHSPC. The Clerk will carry out the duties of Secretary to the KHSPC and will receive financial remuneration accordingly from within KHSPC funds. The office of Clerk is open to any member of wider community and is not restricted to only parents of pupils studying at Kinross High School. As a paid employee of the KHSPC, the Clerk has no voting rights.

21. Office bearers will normally be selected and reselected by the voting membership of the KHSPC on an annual basis. There is no limit to the number of years a parent member may be an office bearer.

22. The arrangements for the office bearers of the EFC are discussed separately.

#### ELECTION OF PARENT MEMBERS

23. Parent members are elected by open majority vote at the AGM. Written and seconded nominations for parents standing for election to the KHSPC are to be forwarded to the Clerk of the KHSPC a minimum of fourteen days before the date of the AGM. Two parent members will normally be elected to the KHSPC at each AGM.

#### KHSPC MEETINGS

24. The KHSPC will normally meet at least twice in every school term. Additional meetings will be called by the Chair as deemed necessary. Sufficient notice of the meeting will be disseminated noting the date, time and venue for the meeting. Quorum for a KHSPC meeting will be a minimum of five with three being parent members and at least two of these being office bearers.

25. Each meeting will follow a standard agenda which will be disseminated in advance of the meeting.



26. Should a vote be necessary to make a decision, each parent and co-opted member at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie.

27. The minutes of KHSPC meetings will be available to the Parent Forum and the wider public. The Clerk will ensure that copies are available from the school office and posted on the school website. In addition the Clerk will provide copies to each member of the KHSPC.

28. Meetings of the KHSPC shall normally be open to the public, unless an item is considered by the Chairperson to be of a sensitive or confidential nature, in which case only members of the KHSPC and the Headteacher, or his or her representative, may attend.

#### SELECTION AND APPOINTMENT OF SENIOR ACADEMIC STAFF

29. The KHSPC will be consulted in and will fully contribute to the selection and appointment of the Headteacher at Kinross High School. The KHSPC representation in the selection and appointment process will be a minimum of fifty per cent, in effect maintaining an equal status with the selection and appointment representatives of the Education Authority.

30. The Chair and Vice Chair will normally but not necessarily represent the KHSPC and therefore the Parent Forum in the selection and appointment process.

#### ANNUAL GENERAL MEETING

31. The KHSPC is accountable to the Parent Forum for KHS and will make a formal report on its activities on behalf of all the school, pupils and parents, at the Parent Forum AGM.

32. An AGM will be held in early in the summer term of each year. Due notice of the AGM including details of agenda, date, time, and place will be promulgated to members of the Parent Forum.

33. The AGM will be chaired by the Chairperson of the KHSPC and will normally follow the standard agenda outlined below:

33.1 The Chairperson's report on the work of the KHSPC and its committees over the previous year and its outline plans for the forthcoming year;

33.2 The Treasurer's financial report, approval of the accounts and appointment of the auditor.

33.3 Election of the new KHSPC parent members and election of office bearers.



33.4 Any other competent business:

33.4.1 Items tabled in writing to the Clerk in advance of the AGM;

33.4.2 Items tabled verbally from the floor of the AGM.

## FINANCE

34. The KHSPC Treasurer will manage separate bank or building society accounts in the name of the KHSPC, dealing with public and non-public funds separately. Withdrawals will require the signature of the Treasurer and one other of three named parent office bearers.

35. In the transitional period a public account will accommodate grant funding from the Education Authority alone. A non-public account will accommodate funds generated from within the activities of the KHSPC, in effect the funds generated by the former Parent Teacher Association component of the new KHSPC. These accounts will be managed and administered as separate entities.

36. The Treasurer will keep an accurate record of income and expenditure for both sets of accounts, and will provide a summary of each at KHSPC meeting. The Treasurer will prepare full annual accounts for presentation at the AGM. The KHSPC accounts will be audited by an auditor appointed at the preceding AGM.

37. The KHSPC will be responsible for ensuring that all monies are used in accordance with the objectives of the KHSPC as declared in the constitution.

38. The Education and Children's Services Department of Perth and Kinross Council will on an annual basis grant public funding to the KHSPC, to a level commensurate with that routinely provided to the old School Board.

39. Should the KHSPC cease to exist, any remaining funds in either account will be passed to the Headteacher of Kinross High School to be used for the explicit benefit of the extra mural activities of the school.

40. The EFC will manage separate bank or building society accounts in the name of the KHS EFC. The arrangements for the management and administration of EFC funds are discussed separately.

## PUBLIC LIABILITY INSURANCE

41. The Education Authority provides public liability insurance arrangements in support of the KHSPC. In addition the EFC maintains and funds further public liability insurance in support of the EFC's fund raising activities. The arrangements for EFC public liability insurance are discussed separately.



## CONTACT DETAILS

42. The contact details for each member of the KHSPC, together with details of their duties and responsibilities, will be available at the KHS office and on the school website. Additionally the details will be published regularly in the Kinross Newsletter.

## CHANGES TO THE CONSTITUTION

43. The KHSPC 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.