



# MARR COLLEGE PARENT COUNCIL CONSTITUTION

Version 2 - Updated - September 2018  
Original - March 2012



## **This is the constitution for Marr College Parent Council:**

### **1. Aims of Marr College Parent Council**

- (i) To provide a communication link between the wider Parent Forum and Marr College and the local community.
- (ii) To work in cooperation with the Head Teacher and the Senior Management Team (SMT), including involvement in the appointment of SMT members.
- (iii) To form a link between the Parent Council and South Ayrshire Council.
- (iv) To develop and engage in activities which support the education and welfare of the pupils.
- (v) To identify and represent the views of parents in terms of school improvement, quality of education and other matters affecting the development and welfare of the pupils.
- (vi) To improve awareness of, and support, courses for parents.

### **2. Membership**

- (i) All parents of children attending Marr College are members of the school's Parent Forum; this large body of interest is represented by the members of the Parent Council.  
Parent Council meetings are open to all parents; however any issues for the Agenda must be raised in advance of meetings via a member of the council or directly to the Council Secretary. If those parents raising issues choose to attend Parent Council meetings, they may contribute when invited to do so.
- (ii) The membership will be a minimum of six parents/guardians of children attending Marr College. The maximum number of parents who may be a member of the council will normally be twenty.
- (iii) Any parent/guardian of a child at Marr College may apply to become a member by registering their contact details with the Parent Council Secretary who shall retain a register of members which will be available to Parent Forum members on the Parent Council section of the school website or from the School Office.
- (iv) Recruitment of new members is dependent on the number of existing Parent Council members. If prospective members outnumber places, selection will be random; i.e. drawn from a hat.
- (v) A parent may remain on the council for as long as s/he has a child attending Marr College however minimum attendance requirement is 50% of meetings in any academic year.
- (vi) Any member missing three consecutive meetings without apology, or four with apologies, will be contacted by the Parent Council Secretary regarding members' obligation to attend and asked if they wish to remain a member or resign from the council and their place made available for a new member.

- (vii) All parents/guardians of a child at Marr College may view the minutes of the Parent Council on the school website.
- (viii) If a Parent Council Member acts in a way\* that is considered by other Members to undermine the aims, or adversely affect the reputation of the Parent Council, his/her membership of the Parent Council shall be terminated with the majority of members' agreement. The individual concerned shall have the right to be heard by the Council before a final decision is made.  
Termination of membership would be confirmed in writing to the member.  
\*This includes activity using social networking media.

### **3. Co-opted Members**

- (i) The Parent Council may co-opt additional members to assist with carrying out its functions, eg. Teaching and Support Staff, Students, Members of the local community, councillors, Community Councillors etc.
- (ii) Co-opted members will normally be invited to serve for a period of one year, after which the Parent Council will review its requirements for co-opted members.
- (iii) Parent Members should always occupy a majority of the Council membership.

### **4. Office Bearers**

- (i) Normally all Office Bearers will be elected at the AGM and can include Chair, Vice Chair, Secretary and Treasurer.
- (ii) If deemed necessary, additional posts may be established (eg. Fundraising Convenor, Communications Officer etc.)
- (iii) Office Bearers will be appointed for a two year period. Office Bearers may stand for re-election at the end of their term of office\*\*.
- (iv) The Parent Council will be chaired by a parent/carer member.
- (v) If an Office Bearer's child ceases to be a pupil, the role of the chair will be temporarily taken over by another parent until the next AGM.

\*\* It is proposed that Office Bearers should stagger their resignation of appointment in order to maintain continuity.

### **5. Annual General Meeting**

- (i) The AGM will be held in November of each year. A notice of the meeting including date, time and place will be sent to all members. The meeting will include:
  - i. A report on the work of the Parent Council and its committee

- ii. Selection of the Office Bearers
- iii. A discussion of relevant issues that members of the Parent Forum may wish to raise.
- iv. Presentation of annual accounts approved by an independent auditor.

## **6. Frequency & Conduct of Meeting**

- (i) The Parent Council will meet at least once in every school term.
- (ii) The Parent Forum will also meet at least once in every school term, convened by the Parent Council.
- (iii) The quorum for a meeting of the Parent Council will be a minimum of six parents/guardians of a child at Marr College.
- (iv) 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 an equally split vote.
- (v) Any three parent members of the Parent Council can request an additional meeting be held, and all the members of the Parent council will be given at least one week's notice of date, time and place of meeting.
- (vi) Copies of the minutes of all meetings will be available to all parents and staff at Marr College via the school website. Hard copies of minutes will be held in the school office and be available for inspection by parents without internet access.
- (vii) Minutes will be approved by the committee members for presentation and adoption by the wider Parent Council.
- (viii) Parents may raise issues for discussion either through Parent Council members or directly to the Parent Council Secretary. Issues concerning individual children will generally be considered inappropriate for discussion.
- (ix) It is the responsibility of members to maintain the confidentiality of matters discussed at Parent Council meetings.
- (x) The Parent Council reserves the right to discuss some matters of sensitive or confidential nature without non-members being present.

## **7. Parent Council Monies**

- (i) The Treasurer will open a bank account in the name of the Parent Council for all Parent Council funds.

Any expenditure will require the approval, by vote, of a quorum (6) of Parent Council members at a Parent Council meeting or by email to be minuted at the next Parent Council meeting.

Such withdrawals and transfers may be made electronically by any one of the three authorised Parent Council members, with the other two receiving an automatic electronic notification of any transactions.

- (ii) The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council Meeting as appropriate and a statement of accounts for the Annual General Meeting.
- (iii) The Parent Council shall be responsible for ensuring that all monies are used in accordance with the aims of the Parent Council.

## **8. Change of Constitution**

- (i) The Parent council may change its constitution after obtaining majority consent from the members. Proposed amendments will be available for any member of the Parent Forum to view with a minimum of seven days notice given for response.
- (ii) Changes in the constitution can be made for approval at the AGM in November or at an Extraordinary General Meeting convened for the purpose.

## **9. Dissolution of the Parent Council**

- (i) Should the Parent Council cease to exist, any remaining funds will be passed on to benefit Marr College.

March 2012