

KING'S PARK SECONDARY PARENT COUNCIL

CONSTITUTION

1. This is the constitution for King's Park Secondary Parent Council.
2. The term 'parent' includes all those who have parenting/caring responsibilities for children and young people in King's Park Secondary School.
3. The aims and purposes of the Parent Council are:
 - to work in partnership with the school to create a welcoming school which is inclusive for all parents;
 - to promote partnership between the school, its pupils, all its parents/carers and the local community
 - to develop and engage in activities which support the education and welfare of the pupils, including fundraising;
 - to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils;
 - to promote the best interests of the school to external agencies.
4. The membership will be a minimum of 5 people, with the majority of members being parents. The maximum size is 30.
5. Any parents of a child at the school may volunteer to be a member of the Parent Council. Names of those volunteering shall be intimated at the AGM. In the event that the number of volunteers exceeds the number of places set out in the constitution, they may be offered the opportunity to be part of any sub-groups set up by the Council. In such a case, to maintain continuity, existing members shall have priority; thereafter members shall be selected by ballot.
6. Parents, school staff, pupils, representatives of Friends of King's Park Secondary (former PTA) and other co-opted members may become members of the Parent Council. Elected members will be invited. Members of the Parent Council will generally serve for 2 years. There is no minimum and no maximum term but membership shall be reviewed annually.
7. An Annual General Meeting will be held every school session. 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 Parent Council and its committee(s)/sub-group(s);
 - Selection of the new Parent Council;
 - Discussion of issues that members of the Parent Forum may wish to raise;
 - Approval of the accounts and appointment of the auditor.
8. The Parent Council will have the following office-bearers: Chair, Vice-Chair, Secretary and Treasurer. Office-bearers will be elected by the Parent Council at the Annual General Meeting, or at the start of the meeting immediately following the Annual General Meeting. The Chair must be a parent of a child attending King's Park Secondary School. Office-bearers will be reselected annually. The members of the Parent Council who hold these posts may put themselves up for reselection.

9. A Special General Meeting will be called by the Parent Council if 15 members of the Parent Forum wish to hold such a meeting to discuss issues falling within the Parent Council's remit. The members of the Parent Forum should inform the Chair in writing, and the Parent Council shall arrange a Special General Meeting within a reasonable time frame.

10. The Parent 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 2 parent 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 one week's 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.

11. Copies of the minutes of all meetings will be available to all parents of children at King's Park Secondary School, and to all staff at the school following their approval by the Parent Council. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
12. 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 headteacher, or his/her representative, can attend.
13. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
- The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
- The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
14. The Parent Council 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.
15. Should the Parent Council cease to exist, any remaining funds will be given directly to the school, and will be used for the benefit of the school, where this continues.