



Speyside High School

Mary Avenue
Aberlour
Banffshire
AB38 9QU



Rector : Nigel Engstrand BA(Hons)

E Mail admin.speysidehigh@moray-edunet.gov.uk

Tel No.01340 871522

Fax No. 01340 871098

Website: www.speysidehigh.net

SPEYSIDE HIGH SCHOOL PARENT COUNCIL CONSTITUTION

1. OBJECTIVES

The objectives of Speyside High School Parent Council are:

- To foster partnership among students, parents and staff of the school, and its wider community.
- To work with all partners to create a welcoming atmosphere in the school for all parents and the wider community.
- To engage in activities which support the learning, welfare and positive development of students.
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of students.
- To promote the interests of the school.

2. MEMBERSHIP

The membership of the Council will be:

- Six to Eight parents of students of the school.
- Two members of staff of the school, at least one of whom will be a teacher.
- Two co-opted students of the school.
- One other co-opted member.

The Rector will be expected to attend all meetings of the Council.

The Moray Councillors for Speyside will be invited to attend meetings of the Parent Council.

3. SELECTION

Parent members of the Council will be selected in the following way, without formal elections:

- Volunteers will be sought among parents.
- If the number of volunteers exceeds vacancies, then the volunteers will meet to agree parent membership.

Staff Members will be elected by staff of the school.

Co-opted members will be agreed by the Parent and Staff members.

4. TERMS OF SERVICE

Members will normally serve for a term of two years.

Members demitting office will be eligible to serve for a further term.

5. OFFICE BEARERS

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The Chairperson of the Council, who must be a parent, will be appointed by the members at the first meeting of the Council and will serve for one year.

A vice-Chairperson will be appointed each year.

The Council will be able to employ a Clerk to assist in the administration of the council, including the keeping and distribution of minutes, the handling of correspondence and financial record keeping.

6. MEETINGS

- A quorum of $\frac{1}{3}$ of the membership will be required at a meeting of the Council, two of whom must be parents.
- The Council will meet at least four times during a school year.
- All parents will have a right to attend meetings.
- An agenda will be prepared by the Chairperson, in consultation with members and the headteacher, and issued at least seven days in advance of a meeting.
- Should a vote be necessary to making a decision, each of the eleven members of the Council will have one vote. In the event of a tied vote, the Chairperson will have a casting vote.
- Minutes of all meetings will be maintained. These will be circulated to all members, published on the school's website and made available through the school office.

7. ACCOUNTABILITY

The Parent Council will be accountable to the Parent Forum, to which the Council will make a report on an annual basis.

A meeting of the Parent Forum will be convened each year to which the Parent Council will present a report which includes:

- a report on its work.
- accounts for the year.

This annual meeting will also include discussion of issues that Parent Forum members wish to raise and selection of new members of the Parent Council.

8. FINANCE

The Parent Council will open and maintain a bank account in the name of "Speyside High School Parent Council".

Withdrawals will require the signature of two out of the three authorised signatories.

The Council will be responsible for ensuring that monies are used in accordance with its objectives.

Should the Parent Council cease to exist, any remaining funds would pass to the school to benefit the education of students.

9. CHANGING THE CONSTITUTION

The constitution will be reviewed in 2016. The constitution of the Parent Council may be changed at a meeting of the Parent Forum. Change may be approved by a simple majority of the members of the Parent Forum present at a meeting called for this purpose. Notice of a meeting to consider a change in the constitution must





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be made available in writing to all members of the Parent Forum at least two weeks prior to such a meeting.
Notice must include details of proposed amendments.

18.09.13



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