

# Report of the Constitution Review Subcommittee

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## Background

Grove Academy Parent Council (GPC) was formed following the Parental Involvement (Scotland) Act (2006), which brought into being the ability of parents to organise as Parent Councils. The current GPC constitution has not been revised since its creation in 2008

A word on definitions - the Act states that every school has a Parent Forum, which automatically includes all parents/carers who have a child at the school in its membership. The Parent Forum decides whether they want a Parent Council to represent it and how it is constituted and organised.

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## Why the Change Now

A meeting of the GPC approved a review of the constitution for the following reasons:

1. To adapt to changes in the nature and functioning of the school, the GPC and partner organisations. For example, the ability to fundraise to support the school is not catered for in the constitution, and the review explored if it should be.
2. To provide clarity of roles within GPC to enable wider sharing and greater accountability of the work required to carry out its resolutions.

In addition, the following reasons became apparent during the review process:

3. To conform the GPC constitution to the Parental Involvement Act. For example, although the Act gives parents wide latitude in the formation of Parent Councils, there are clear definitions about membership which the GPC constitution doesn't align with.
4. To simplify the wording and remove obsolete sections, such as those referring to predecessor organisations like the PTA.

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## Process

1. A constitution review sub-committee was created by GPC and was made up of everyone who volunteered following an appeal to parents.
2. The sub-committee consulted the school Rector, past chairpersons of the GPC and other stakeholders on their views on the role of and opportunities for the GPC.
3. The sub-committee considered the aims of the GPC to ensure these were supported by any changes to its constitution or function.
4. The sub-committee then reviewed the constitution to suggest the changes below

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## The Role of GPC

Following a review of the feedback received the sub-committee summarised the aims and objectives of GPC as follows:

1. To understand the views of the wider Parent Forum on learning and school life, and represent these to Grove Academy and to Dundee City Council
2. To understand Grove's curriculum, and any changes to it, and support school **leadership** in pursuing and maintaining the highest standards of achievement.
3. To contribute to and create opportunities for greater sporting, cultural and other extra-curricular activity through funding, parent-volunteers and by other means.
4. To promote the well-being, mental health and safety of pupils and staff through training and parent engagement
5. To understand the school's spending and budgetary priorities and to support these and other needs the school may have through fundraising, seeking funding and through other means.
6. To foster communication, clarity and transparency between parents, pupils and the school staff
7. To encourage links between the school and wider communities

## What are the Suggested Changes to the Constitution?

Cl.	Current	Proposed Change	Reason
All	Parent Council	Council	Removing redundant text. 'Council' already defined as 'Parent Council' in title
1	To promote partnership and co-operation between the school, its pupils, their parents/ carers and the wider community.	Change <i>co-operation</i> to <i>communication</i>	Communication emerged as an important PC role following the review process. 'Co-operation' already included in 'partnership'
1	To report periodically to the Parent Forum on its activities	(removed)	Periodic updates already provided for in PC meetings, minutes, annual report, social media and other updates.
1	To support and encourage the activities of the PTA and any successor organisation whose aims can be seen to complement those of the Council.	(removed)	Obsolete. Neither PTA nor successor organisations still exist
2.1	The Council's membership must comprise principally members of the Parent Forum.	The membership of the Parent Council consists of parents/carers of children attending Grove Academy as selected by the Parent Forum.	Clarifying, as per PIA (2006) and Connect guidance, that only parent/carers can be elected members of PC

2.2	The Council's membership will comprise a minimum of 3 parents	The Council's membership will comprise a minimum of 6 and maximum of 15 parents	To allow better sharing of tasks, and wider discussion of GPC objectives.  Added committee size range
2.3	Parent members of the Council should, as far possible, be parents of pupils at different stages of the school, but, should not preclude all parents being represented.	Parent members of the Council should, as far possible, be parents of pupils at different stages of the school, but election by nomination and vote takes precedence over such representation.	To establish precedence of nomination by vote of need for balance parents representing different stages of the school
2.4	Parent members will be selected from the Parent Forum through a self-nomination process. They may serve on the Council until such time as they are no longer a member of the Parent Forum. If a parent is due to leave the Council they should where possible, nominate a parent interested in joining the Council in their place. The Council will make information about the Council and its work available to all new parents at the p7-S1 Parent Evenings and produce an information leaflet, to be issued by the school, to the parents of new enrolments thereafter.	2.6 Members of the Parent Council shall be appointed at the AGM after self-nomination. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.	Simplifying

2.5	(new)	In the event that there are more than 15 nominees, members shall be elected by a simply majority vote of all parents present. If there is a tie, nominees with a greater share of the vote than the tie will be considered elected. Nominees sharing the tied vote and those with a lesser share of the vote shall be subject to a subsequent majority vote, and so on until 15 members are elected.	Voting mechanism required to limit committee number to <b>15 in the event of</b> more than 15 nominees
2.6	The Council will have the power to co-opt members.	2.5 The Parent Council may co-opt up to 3 persons to help carry out its functions. Co-opted members should be proposed by a member of the Council and supported by the majority of members. The co-opted members shall not have a vote on the Parent Council and shall retire at the AGM but shall be eligible to be co-opted for a further term.	More complete description of co-opted members and their term of service.  Clarifying voting status of co-opted non-parent members as per Connect guidance.
2.8	Staff members will be selected through a self-nomination process and may serve on the Council until such time as they are no longer employed in the school. A maximum of 1/3 of the Council at any time may comprise staff members, other than the Head Teacher or his/her depute.	(removed)	PIA (2006) doesn't provide for staff membership of Parent Council, unless staff members join as parents.

2.7	(New)	A member of the Parent Council failing to attend three consecutive meetings without reason/ apologies may be deemed to have retired from the Parent Council.	As per Connect guidance
2.9	Co-opted members may serve at the discretion of the Council, with an annual opportunity being taken by the Council to review its membership.		Now included in 2.6
2.10	Co-opted members should be proposed by a member of the Council and supported by the majority of members.	(Removed)	Nomination of co-opted members now in 2.6
3.2	The Chairperson or acting Chairperson must be a member of the Parent Forum. In the absence of the Chairperson, at any Council meeting, another member of the Council will be appointed temporary Chairperson selected by those parents present at that Council meeting.	The Chairperson or must be a member of the Parent Forum. In the absence of the Chairperson, at any Council meeting, another member of the Council will be appointed temporary Chairperson selected by those present at that Council meeting.	Removing redundant language

3.4	The Treasurer/Secretary can be a parent, staff member or a co-opted member of the Council, and may be the same person in both roles if required. The Secretary may also be a person appointed to the role without being a parent of a pupil in the school, in which case an honorarium may be payable.	Removed	Removed ability of non-member of Parent Forum to be appointed Secretary since only elected members can be office bearers, and only parents can be elected
4.1	An annual schedule of meetings, of at least one per term, will be agreed by the Council and distributed to all members of the Parent Forum and the wider community.	An annual schedule of meetings, of at least one per term, will be agreed by the Council at the AGM. Meetings may take place virtually (eg online) and/or in person.	Added virtual meetings.
4.2	The Chairperson will normally liaise with all interested parties before finalising the agenda for a Council meeting.	The Secretary will liaise with all interested parties before finalising the agenda for a Council meeting.	Simplify, remove ambiguity  Delegate call for meeting to Secretary
4.3	The quorum for any meeting will comprise at least 3 members of the Council, 2 of whom must be parent members.	The quorum for any meeting will comprise at least 3 members of the Council, 2 of whom must be office bearers.	Clarify quorum for meetings, to include at least 2 office bearers

4.4	Should it be necessary to vote on decisions at meetings of the Council, then each Council member at the meeting, who is a parent of a pupil at the school, will have one vote, with the Chair having a casting vote in the event of a tie.	Each parent member of the Parent Council 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 PC member and one vote as Chair.  The Chairperson's casting vote shall be used only in the event of a tie.	Simplifying, removing ambiguity
4.5	All meetings of the Council shall be open to the public, unless the Council is discussing an issue which it considers should be dealt with on a confidential basis.	Unless discussing an issue it considers confidential, all Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.	Clarifying Parent forum attendance, that votes on PC restricted to members of the PC
4.6	School staff will be represented on the parent council. One of the representatives will be the Head Teacher, or his/her depute.	The Headteacher or their representative has right and duty to attend meetings of the Parent Council.	To align with the Parental Involvement Act (2006) that Headteacher cannot be a member of the council but has duty and right to attend
4.7	(new)	The PC shall invite local Dundee City Council councillors to attend their meetings, and other community leaders deemed fit from time to time.	To develop partnerships to further the aims of the PC



4.8	School pupils will be represented by the School Captains, their Deputes and/or members of the pupil representative council. This should normally be a minimum of two pupils from the Captains/deputes pool, with the proviso to invite others from the pupils representative council or their nominees for specific purposes.	School pupils, represented by the School Captains and/or members of the pupil representative council may attend Parent Council meetings	PIA (2006) doesn't provide for pupil membership of the Parent Council but they're welcome to attend to encourage better communication between school, parents and pupils.
5.1	The minute of each meeting will be recorded by the Secretary/acting Secretary. In the absence of the Secretary the Council will appoint an acting secretary to record the minute.	The minutes of each meeting will be recorded by the Secretary, in whose absence the Council will appoint an acting secretary to record the minutes.	Typos, simplify
5.2	The first item of business at routine meetings will be to approve the minute of the previous meeting.	(Removed)	Redundant
5.3	Once approved, a copy of each minute will be made public and be available on request.	5.2 Once approved, a copy of the minutes will be made public and be available on request.	Updated language
6.1	6.1 The Council can at any time call a Special Meeting outside the published annual schedule of meetings.	The Parent Council or 50 members of the Parent Forum shall have power to call an Extraordinary General Meeting, which the Council shall arrange within 4 weeks of such a call	Simplifying language in 6.1 and 6.2, and renaming 'Special Meeting' to 'Extraordinary General Meeting' for consistency

6.2	Members of the Parent Forum may, at any time, request a Special Meeting of the Council. If 50 members of the Parent Forum sign a petition requesting such a meeting, then the Council will arrange such a meeting within 4 school weeks of receiving the petition.	(Removed)	Now part of 6.1
6.3	All members of the Parent Forum should be given at least 14 days' notice of any Special Meeting, together with an indication of the agenda for that meeting.	6.2 All members of the Parent Forum should be given at least 14 days' notice of any EGM together with an indication of the agenda for that meeting.	Changed 'Special Meeting' to EGM for consistency

7	<p>The first Council meeting of each school year will be an Annual General Meeting and will normally be held before the end of September. A notice of the meeting will be sent to all members of the Parent Forum at least 2 weeks in advance. The agenda for this meeting will include:</p> <ul style="list-style-type: none"> <li>• a report on the work of the Council</li> <li>• approval of the accounts and appointment of an independent auditor</li> <li>• selection of the new Council and office bearers.</li> </ul> <p>In the event that there are several persons wishing to be selected for official posts a ballot of the Council members may be conducted.</p> <p>Alternatively the post may be shared to ensure a second official available for Council meetings when the primary office bearer cannot attend, negating the requirement for selection of replacements.</p>	<p>The first Council meeting of each school year will be an Annual General Meeting and will normally be held before the end of September. A notice of the meeting will be sent to all members of the Parent Forum at least 2 weeks in advance. The agenda for this meeting will include:</p> <ul style="list-style-type: none"> <li>• a report on the work of the Council</li> <li>• approval of the accounts</li> <li>• selection of the new Council and office bearers.</li> <li>• a report by the Rector on the school's activity</li> </ul> <p>In the event that there are several persons wishing to be selected for official posts a ballot of the Council members may be conducted.</p>	<p>Removed requirement for independent auditor. Accounts to be approved by person nominated at previous AGM as per section 9</p>
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8	<p>The Council may change its constitution after consulting with 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.</p>	<p>Changes or additions to this constitution must be made at an AGM, or at an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by at least two thirds of all members of the Parent Forum present.</p>	<p>Restricting changes to constitution to AGM/EGM as per Connect guidance</p>
9.1	<p>The Treasurer will open a bank or building society account in the name of the Council for all Council funds.</p> <p>Withdrawals will require as a minimum the signature of two of the nominated signatories. The nominated signatories to the bank or building society account will be limited to the office bearers plus a maximum of four parent members of the Council.</p>	<p>The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council members.</p> <p>For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.</p>	<p>Included safeguards for electronic banking</p> <p>Included requirements for invoice payments to be countersigned</p>
9.2	(New)	<p>9.2 The Council may fundraise for specific or general purposes providing all such money is used in accordance with the aims of the Council.</p>	<p>Make explicit the ability to fundraise</p>
9.3	(New)	<p>9.3 The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.</p>	<p>Every penny coming into PC hands to be used according to PC aims</p>

9.4	<p>The Treasurer will keep a record of all income and expenditure, and will provide a summary of this for each meeting of the Council and a full account for the Annual General Meeting.</p>	<p>The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council.</p> <p>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. The individual should be independent of the Council.</p> <p>The Treasurer should report on finances at every meeting.</p>	<p>Added period within which approved accounts should be reported before AGM</p> <p>Clarified person nominated to approve need not be an qualified accountant, as per Connect guidance</p>
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	The Council will appoint a suitably qualified, independent auditor. The auditor should not be a member of the Council, or a relation of a Council member. The auditor will prepare annual accounts for presentation to the Parent Forum at the Annual General Meeting.		
9.5	The Council will appoint a suitably qualified, independent auditor. The auditor should not be a member of the Council, or a relation of a Council member. The auditor will prepare annual accounts for presentation to the Parent Forum at the Annual General Meeting.	(Removed)	Now included in 9.3
9.6	If the Council ceases to exist, any remaining funds will be held by Grove Academy and passed to the successor body to be used for the benefit of the school.	In the event that the Parent Council ceases to exist, any remaining funds pass to its successor organisation, and if such doesn't exist, to the school.	Clarifying finances in the event of dissolution of the PC

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## Clarity on Naming, Structure and Function

Currently the GPC consists of all parents who attend its meetings. However, according to the Parental Involvement Act, this definition is of the Parent Forum, ie any parent/ carer with a child at the school. The Parent Council is the group chosen by the Parent Forum to represent them.

The GPC should function as a committee (whose meetings are open to all parents) appointed by the Parent Forum to run matters on its behalf. (See attached Parent Councils Essentials PDF).

The sub-committee discussed the need for a committee structure to more effectively fulfil the GPC roles and to provide more continuity in relationships with partners such as the school, City Council and community groups. Hence the proposed change to set a minimum of 6 GPC members, to be elected at the AGM.

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## Sources and References

1. Parent Council Essentials [https://connect.scot/application/files/9816/0456/7730/Parent\\_Council\\_Essentials\\_pack.pdf](https://connect.scot/application/files/9816/0456/7730/Parent_Council_Essentials_pack.pdf)
2. What is a Parent Council [https://connect.scot/application/files/9116/2575/6215/What\\_is\\_a\\_Parent\\_Council\\_FINAL\\_2.pdf](https://connect.scot/application/files/9116/2575/6215/What_is_a_Parent_Council_FINAL_2.pdf)
3. Parental Involvement Act (2006) <https://www.education.gov.scot/parentzone/Documents/parental-involvement-act-guidance.pdf>
4. Connect Constitution Resources for Parent Councils <https://connect.scot/resources/constitutions-and-charitable-status-resource-pack>

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## Appendices

1. Anonymised summary of feedback from consultation
2. Side by side comparison of old and new constitutions

# Appendix 1: Summary of Feedback Received on the Role of Grove Parent Council

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What do you see as the the role of GPC?

- Representing parents
- Challenging the headteacher
- Suggesting improvements
- Supporting the school
  - facilitating communication and collaboration between parents and the school
- being a conduit of information between the school and pupils, to capture their interests and concerns
- working with the school to decide key priorities
- Suggesting improvements
- Being pathway for parents to be help fundraise, share their skills and otherwise support school
- Represent parents in seeking academic improvement at Grove

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What are our limitations or shortfalls?

- Sometimes too deferential to the Rector
- More meaningful involvement in school decisions
- Become more representative, more parents involved
- Greater clarity on the role of PC in the school, eg for selection of parent for school interview panel
- Our role within school often not meaningful, which deters wider parental involvement
- Direct parent help, such as with sport, cultural activity, work+career etc faces barriers (vetting etc)

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How can we improve?

- Create opportunities for parents to be involved (volunteering, fundraising etc)
- Be present at school meetings such as Parent Contact evenings, request school diary
- Get the most out of partnerships eg CONNECT, Parent Forum, other school PC's
- Streamline PC meetings by setting the agenda, request more condensed Rector's report etc
- Lobby Council & govt on behalf of school eg on teacher shortages, facilities etc
- Supportive of committee to allow greater control of our agenda and targets
- Supportive of fundraising, partly because will allow greater independence and allow us to assert ourselves more



- Create or publicise opportunities for pupils to be involved in volunteering & community activity
- Foster community links - council parental engagement officer, other parent council
- Engagement of parents via social media, parent surveys and projects, parent page on school website
- Have meeting/social of old and new committee to have better continuity between the different years
- Engage local councillors more
- Fundraising
- Engage pupil council more
- Wider parental input, more parents involved
- Parents having greater clarity about what issues are most effectively directed to the PC, Guidance Teachers, The Rector etc
- More involvement by City councillors in meetings
- General committee handbook/guidebook to provide continuity between one committee and the next

## Appendix 2: Comparison of Old & Draft Constitutions

### CONSTITUTION

#### Grove Academy Parent Council

##### 1. AIMS

The aims of Grove Academy Parent Council (hereinafter referred to as “the Council”) are:

- To promote partnership and co-operation between the school, its pupils, their parents/ carers and the wider community.
- To develop and engage in activities which support the education, physical and emotional well-being of the pupils, both within and outside of the school.
- To identify and represent the views of parents/carers with regard to the education provided by the school and other matters affecting the education and welfare of the pupils.
- To report periodically to the Parent Forum on its activities.
- To support and encourage the activities of the PTA and any successor organisation whose aims can be seen to complement those of the Council.

The Parent Forum is made up of all of the parents, carers or guardians, hereinafter referred to as ‘parents’ of pupils at Grove Academy.

### DRAFT CONSTITUTION

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- To identify and represent the views of parents/carers with regard to the education provided by the school and other matters affecting the education and welfare of the pupils.

The Parent Forum is made up of all of the parents, carers or guardians, hereinafter referred to as ‘parents’ of pupils at Grove Academy.

## **2. MEMBERSHIP**

2.1 The Council's membership must comprise principally members of the Parent Forum.

2.2 The Council's membership will comprise a minimum of 3 parents.

2.3 Parent members of the Council should, as far possible, be parents of pupils at different stages of the school, but, should not preclude all parents being represented.

2.4 School staff will be represented on the parent council. One of the representatives will be the Head Teacher, or his/her depute.

2.5 School pupils will be represented by the School Captains, their Deputes and/or members of the pupil representative council. This should normally be a minimum of two pupils from the Captains/deputes pool, with the proviso to invite others from the pupils representative council or their nominees for specific purposes.

2.6 The Council will have the power to co-opt members.

2.7 Parent members will be selected from the Parent Forum through a self-nomination process. They may serve on the Council until such time as they are no longer a member of the Parent Forum. If a parent is due to leave the Council they should where possible, nominate a parent interested in joining the Council in their place. The Council will make information about the Council and its work available to all new parents at the p7-S1 Parent Evenings and produce an information leaflet, to be issued by the school, to the parents of new enrolments thereafter.

2.8 Staff members will be selected through a

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2.1 The membership of the Council consists of parents/carers of children attending Grove Academy as selected by the Parent Forum.

2.2 The Council's membership will comprise a minimum of 6 and maximum of 15 parents.

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2.4 Members of the Council shall be appointed at the AGM after self-nomination. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Council.

2.5 In the event that there are more than 15 nominees, members shall be elected by a simply majority vote of all parents present. If there is a tie, nominees with a greater share of the vote than the tie will be considered elected. Nominees sharing the tied vote and those with a lesser share of the vote shall be subject to a subsequent majority vote, and so on until 15 members are elected.

2.6 The Council may co-opt up to 3 persons to help carry out its functions. Co-opted members should be proposed by a member of the Council and supported by the majority of members. The co-opted members shall not have a vote on the Council and shall retire at the AGM but shall be eligible to be co-opted for a further term.

2.7 A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

self-nomination process and may serve on the Council until such time as they are no longer employed in the school. A maximum of 1/3 of the Council at any time may comprise staff members, other than the Head Teacher or his/her depute.

2.9 Co-opted members may serve at the discretion of the Council, with an annual opportunity being taken by the Council to review its membership.

2.10 Co-opted members should be proposed by a member of the Council and supported by the majority of members.

### **3. OFFICE BEARERS**

3.1 The office bearers of the Council will be the Chairperson, the Vice Chairperson, the Secretary and the Treasurer.

3.2 The Chairperson or acting Chairperson must be a member of the Parent Forum. In the absence of the Chairperson, at any Council meeting, another member of the Council will be appointed temporary Chairperson selected by those parents present at that Council meeting.

3.3 The office bearers will be selected by the Council on an annual basis at the AGM.

3.4 The Treasurer/Secretary can be a parent, staff member or a co-opted member of the Council, and may be the same person in both roles if required. The Secretary may also be a person appointed to the role without being a parent of a pupil in the school, in which case an honorarium may be payable.

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3.2 In the absence of the Chairperson at any Council meeting, another member of the Council will be appointed temporary Chairperson selected by those present at that Council meeting.

3.3 In the event that the PC is unable to install a Secretary from within its membership or the installed Secretary is unable to partially or fully perform the role, it may appoint a Clerk instead. The Clerk will not be a member of the PC, have no voting rights and will be paid by the PC according to Dundee City Council guidelines.

3.4 The office bearers will be selected by the Council on an annual basis at the AGM.

#### **4. MEETINGS OF THE COUNCIL, CONFIDENTIALITY & ACCESS TO MEETINGS**

4.1 An annual schedule of meetings, of at least one per term, will be agreed by the Council and distributed to all members of the Parent Forum and the wider community.

4.2 The Chairperson will normally liaise with all interested parties before finalising the agenda for a Council meeting.

4.3 The quorum for any meeting will comprise at least 3 members of the Council, 2 of whom must be parent members.

4.4 Should it be necessary to vote on decisions at meetings of the Council, then each Council member at the meeting, who is a parent of a pupil at the school, will have one vote, with the Chair having a casting vote in the event of a tie.

4.5 All meetings of the Council shall be open to the public, unless the Council is discussing an issue which it considers should be dealt with on a confidential basis.

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4.1 An annual schedule of meetings, at least one per term, will be agreed by the Council at the AGM. Meetings may take place virtually and/or in person.

4.2 The Secretary will liaise with all interested parties before finalising the agenda for a Council meeting.

4.3 The quorum for any meeting will comprise at least 3 members of the Council, 2 of whom must be office bearers.

4.4 Each parent member of the Council 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 PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

4.5 Unless discussing an issue it considers confidential, all Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

4.6 The Rector or their representative has right and duty to attend meetings of the Council.

4.7 The Council shall invite local Dundee City Council councillors to attend their meetings, and other community leaders deemed fit from time to time.

4.8 School pupils, represented by the School Captains and/or members of the pupil representative council may attend Council meetings.

## **5. MINUTES OF MEETINGS**

5.1 The minute of each meeting will be recorded by the Secretary/acting Secretary. In the absence of the Secretary the Council will appoint an acting secretary to record the minute.

5.2 The first item of business at routine meetings will be to approve the minute of the previous meeting.

5.3 Once approved, a copy of each minute will be made public and be available on request.

## **6. SPECIAL MEETINGS**

6.1 The Council can at any time call a Special Meeting outside the published annual schedule of meetings.

6.2 Members of the Parent Forum may, at any time, request a Special Meeting of the Council. If 50 members of the Parent Forum sign a petition requesting such a meeting, then the Council will arrange such a meeting within 4 school weeks of receiving the petition.

6.3 All members of the Parent Forum should be given at least 14 days' notice of any Special Meeting, together with an indication of the agenda for that meeting.

## **7. ANNUAL GENERAL MEETING**

The first Council meeting of each school year will be an Annual General Meeting and will normally be held before the end of September. A notice of the meeting will be sent to all members of the Parent Forum at least 2 weeks in advance. The agenda for this meeting will include:

## **5. MINUTES OF MEETINGS**

5.1 The minutes of each meeting will be recorded by the Secretary in whose absence the Council will appoint an acting secretary to record such minutes.

5.2 Once approved, a copy of the minutes will be made public and be available on request.

## **6. SPECIAL MEETINGS**

6.1 The Council or 50 members of the Parent Forum shall have power to call an Extraordinary General Meeting which the Council shall arrange within 4 weeks of such a call.

6.2 All members of the Parent Forum should be given at least 14 days' notice of any EGM together with an indication of the agenda for that meeting.

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The first Council meeting of each school year will be an Annual General Meeting, and will normally be held before the end of September. A notice of the meeting will be sent to all members of the Parent Forum at least 2 weeks in advance. The agenda for this meeting will include:

- a report on the work of the Council
- approval of the accounts and appointment of an independent auditor
- selection of the new Council and office bearers.

In the event that there are several persons wishing to be selected for official posts a ballot of the Council members may be conducted.

Alternatively the post may be shared to ensure a second official available for Council meetings when the primary office bearer cannot attend, negating the requirement for selection of replacements.

## **8. CHANGE OF CONSTITUTION**

The Council may change its constitution after consulting with 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.

## **9. FUNDING**

9.1 The Treasurer will open a bank or building society account in the name of the Council for all Council funds. Withdrawals will require as a minimum the signature of two of the nominated signatories. The nominated signatories to the bank or building society account will be limited to the office bearers plus a maximum of four parent members of the Council.

9.2 The Council will be responsible for ensuring that all monies are used in accordance with the aims of the Council.

9.3 The Treasurer will keep a record of all income and expenditure, and will provide a

- a report on the work of the Council
- approval of the accounts
- selection of the new Council and office bearers
- a report by the Rector on the school's activity

In the event that there are several persons wishing to be selected for official posts a ballot of the Council members may be conducted.

## **8. CHANGE OF CONSTITUTION**

Changes or additions to this constitution must be made at an AGM, or at an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by at least two thirds of all members of the Parent Forum present.

## **9. FUNDING**

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

9.2 The Council may fundraise for specific or general purposes providing all such money is used in accordance with the aims of the Council.

9.3 The Parent Council shall be responsible for ensuring that all property/

summary of this for each meeting of the Council and a full account for the Annual General Meeting.

9.4 The Council will appoint a suitably qualified, independent auditor. The auditor should not be a member of the Council, or a relation of a Council member. The auditor will prepare annual accounts for presentation to the Parent Forum at the Annual General Meeting.

9.5 If the Council ceases to exist, any remaining funds will be held by Grove Academy and passed to the successor body to be used for the benefit of the school.

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money received by/for the Parent Forum/ Council shall be applied for the aims of the Parent Council.

9.4 The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Council. 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. The individual should be independent of the Council.

9.5 The Treasurer should report on finances at every meeting.

9.6 In the event that the Council ceases to exist, any remaining funds shall be passed onto its successor organisation, and if such an organisation doesn't exist, to the school.

**March 2020**