



# CONSTITUTION FOR THE ACADEMY PARENT COUNCIL

This is the constitution for the Academy Parent Council (herein referred to as “The Parent Council”).

Throughout this document the term Parent shall be taken to mean parent, carer or guardian.

## **Aim and purpose**

**The objectives of the Parent Council are:**

1. To work in partnership with the Academy to create a welcoming school that is inclusive for all parents.
2. To promote partnership between the Academy, its pupils and all its parents.
3. To identify and represent the views of parents on the education provided by the Academy and on other matters affecting the education and welfare of the pupils.
4. To develop positive and constructive recommendations for improvements to the Academy’s policies and communications.

## **Membership**

The membership of the Parent Council in its first year shall be made up of parent members from the Parent Teachers Association and co-opted members. Any parent of a child at the Academy may volunteer to be a member of the Parent Council. The Principal of the Academy, whilst not a member of the Parent Council, has a right and a duty to attend or be represented at Parent Council meetings.

As a minimum there shall be four parents of children attending the Academy. The maximum number of parent members shall be 19. Best endeavours will be made to ensure that within this number each stage of the Academy is equally represented, the stages being KS3, KS4 and KS5.

## **Appointment of Members**

Appointment of Members shall take place at the Annual Meeting. In the event of there being more than 19 volunteers, members will be selected first according to the stage that they represent. This

means that if there are four or fewer volunteers for any of the stages, then those volunteers will be automatically appointed. Remaining places will be determined by the drawing of lots.

Where there are fewer than 19 volunteers, all will be automatically appointed. Vacancies may be filled at any time during the first year or after the Annual Meeting should further volunteers come forward. In seeking to fill vacancies the Parent Council shall have due regard to balanced representation of the stages.

Parent Council members will be selected for the period up to the next Annual Meeting after which they may put themselves forward for re-selection if they wish.

The Parent Council may co-opt up to four non-parent members to assist it with carrying out its functions. At no time shall the number of co-opted members exceed one third of the total Parent Council membership. Best endeavours will be made to ensure that co-opted members include teaching staff from the Academy and, if numbers allow, non-teaching support staff and senior pupils.

Co-opted members will be invited to serve for the period until the next Annual Meeting after which time the Parent Council will review and consider requirements for co-opted membership.

The Parent Council can choose to invite others to participate in its proceedings. This may include the Local Councillors in whose wards the Academy's catchment area falls and a representative from some / each of the Parent Councils of the primary schools feeding in to the Academy. Invitees will not be members of the Parent Council and will not be entitled to vote on any issue before the Parent Council.

### **Office Bearers**

At the first meeting of the Parent Council following its formation, Parent Council members will appoint a Chair, Vice Chair and Minutes Secretary. Office bearers will be re-selected by the Parent Council on an annual basis at its Annual General Meeting. The Parent Council will be chaired by a parent of a child attending the Academy. If the child ceases to be a pupil, the Vice Chair will fill the role until a new Chair is agreed at the next meeting.

### **Annual Meeting**

A notice of the meeting including date, time, and place will be sent out at least two weeks in advance. The notice will be sent to all members of the Governing Body and all parents who will become members of the Parent Teacher Association in the next academic year.

The meeting will include:

- A report on the work of the Parent Council
- Selection of the new Parent Council

The meeting will be chaired by the outgoing Parent Council Chair.

## **General Meetings**

The Parent Council will meet at least once in every school term. To be quorate, a minimum of 4 parent members of the Council must be present at the meeting.

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

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 Principal, or his or her representative, can attend.

Any two parent members of the Parent Council can request that an additional meeting be held. All members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting and the reason for the meeting being called.

## **Minutes of Meetings**

Copies of the minutes of all Parent Council meetings will be available to all parents of children at the Academy and to all teachers at the Academy. Copies will be available on the Academy's website and from the office.

## **Parent Council Finances**

Not applicable as the Parent Council will not hold funds.

## **Termination of Membership**

Where a member of the Parent Council fails to attend three consecutive meetings without reason or apology, then the member will be deemed to have retired from the Parent Council.

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 will be confirmed in writing to the member.

## **Dissolution of the Parent Council**

Should the Parent Council cease to exist, if there are any funds – however earned or received – they will be passed to the Academy, where it continues to operate, to be used for the benefit of the pupils.

### **Subcommittees**

The Parent Council may set up subcommittees for specific purposes. Where it does so, the Parent Council shall provide a written remit for the subcommittee.

The remit shall, as a minimum, describe:

- The purpose for which the subcommittee has been created
- The membership of the subcommittee
- The powers of the subcommittee
- How the subcommittee will link with the Parent Council.