

Drummond Parent Council Constitution

Definitions

1. This is the constitution for Drummond Parent Council.
2. The “Parent Forum” comprises all parents, carers or guardians of children attending Drummond Community High School.
3. The membership of “Drummond Parent Council” comprises:
 - all members of the Parent Forum who wish to attend Parent Council meetings or take part in other Parent Council activities
 - two co-opted members of staff (teaching and/or support)
 - two co-opted students
 - the Head Teacher, ex-officio.

Objectives

4. The objectives of Drummond Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers
 - To promote partnership between the school, its students, its parents/carers and the community
 - To develop and engage in activities which support the education and welfare of the students
 - To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the students.

Officers and Co-opted members

5. Drummond Parent Council will have at least four officers, drawn from the Parent Forum members. Officers will include a Chair, Secretary and Treasurer, and other roles as required. Officers will be selected for a period of one year, after which they may put themselves forward for re-selection if they wish. Co-opted members will be invited to serve for a period of one year, after which they may be reselected.

Meetings

6. Drummond Parent Council will meet at least five times a year.

7. The minimum number of Parent Forum members present for a meeting to be valid is half of the number of officers.
8. Should a vote be necessary to make a decision, all members of the Council (Parent Forum members, co-opted members and the Head Teacher) will have one vote, with the Chair having a casting vote in the event of a tie.
9. Meetings of Drummond Parent Council shall be open to the public, unless it is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only officers and the Head Teacher, or their representative, can attend.
10. Members of Drummond Parent Council, numbering more than, or equal to, the number of officers, can request that an additional meeting be held, and all members of the Council will be given one week's notice of date, time and place of the meeting.
11. Copies of the minutes of all meetings will be available to all members of the Parent Forum and to all teachers and students at the school via the school website.

Sub-Groups

12. Drummond Parent Council may form sub-groups to take forward any particular issue(s). Members of these sub-groups may be drawn from the Parent Forum as a whole, and may also include co-opted members. All sub-groups will report to the Parent Council on their activities. The membership of the sub-group will have no minimum or maximum size. The number of parent members on the subgroup must always be greater than the co-opted members.

Accountability

13. Drummond Parent Council is accountable to the Parent Forum and will make a report to it at least once each year on its activities.
14. The Annual Meeting will be held in the Summer term of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
 - A report on the work of Drummond Parent Council and its sub-groups(s)
 - Selection of the new officers and co-option of staff and student representatives
 - Discussion of issues that members of the Parent Forum may wish to raise
 - Approval of the accounts and appointment of an independent person to check the accounts.

Finance

15. The Treasurer will operate a bank or building society account in the name of Drummond Parent Council for Parent Council funds. Withdrawals will require the signature of the Treasurer and one other officer or member.
16. Drummond Parent Council funds may also be held within a section of the Drummond Community High School fund. Release of these Parent Council funds for any purpose will require the Treasurer and one officer to notify the school.
17. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Drummond Parent Council meeting and a full account for the Annual Meeting. Drummond Parent Council will be audited by the auditor appointed at the previous Annual Meeting.
18. Drummond Parent Council shall be responsible for ensuring that all monies are used in accordance with its objectives.

Constitution

19. Drummond Parent Council may change its constitution after obtaining consent from members of the Parent Forum at a meeting. Members of the Parent Forum will be sent a copy of any proposed amendment and given at least two weeks to respond to the proposal.
20. Should Drummond Parent Council cease to exist, any remaining funds will be passed to the City of Edinburgh Council to be used for the benefit of Drummond Community High School.