St Roch’s Secondary School

**Parent Council Constitution**

The Parent Council will consist of Parents and Representatives of Pupils at St Roch’s Secondary School

1. The aim and objectives of the Parent Council are:

* To work in partnership with the school to create a welcoming school which is inclusive for all parents
* Promote parental involvement in their child’s learning
* To promote partnership between the school, its pupils, its parents and the community
* To develop and engage in activities which support the education and welfare of the pupils
* To identify and represent the views of parents on the education provided by the school and other matter affecting the education and welfare of the pupils
* To communicate regularly with parents and stakeholders via minutes, email and school website
* To ensure confidentiality is respected in relation to individual pupils, staff and parents

1. The membership will be a minimum of three parents of children attending the school.
2. The Parent Council members will stay on as long as they wish (**where children still attend school).**
3. The Parent Council may co-opt anyone as agreed appropriate e.g. Teacher, School Captains, Community, Business reps etc
4. The Annual General Meeting (AGM) will normally be the first meeting of the academic school year and will include the appointments of the Parent Council. The Chair, Vice Chair (if applicable), Secretary (if applicable) and Treasurer (if applicable) of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected. The chair shall be a Parent.
5. The Parent Council is accountable to the Parent Forum for St Roch’s Secondary School and will make a report to it at least once a term on its activities on behalf of all the parents. If 15 members of the Parent Forum request a special general meeting to discuss issues falling within the Council’s remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum notice of the meeting within one week and at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
6. The Parent Council will meet at least once in every school term but as required meantime. Should a vote be necessary to make a decision, each parent at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any two 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.
7. 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.
8. Copies of the minutes of all meetings will be available to all parents of children at St Roch’s and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and on the School Website.
9. 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 in a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representative, can attend.
10. The Parent Council will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require 2 authorised signatories normally.
11. 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 General 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.

1. Any amendment to the Parent Council Constitution must be presented to the Parent Council as a motion at a Parent Council meeting. The motion must have a proposer and a seconder, both of whom shall be PC members
2. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.

Board and Members Sign Off:-

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