

HOLY ROOD HIGH SCHOOL

DUDDINGSTON ROAD WEST
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1. This is the constitution for Holy Rood High School Parent Council.
2. The objectives of the Parent Council are:
 - Working in partnership, with the school to create a welcoming school which is inclusive for all parents
 - Supporting the school in its work with pupils
 - Supporting the Catholic ethos of the school
 - Representing the views of parents
 - Supporting and encouraging fund raising & use of funds
 - Consulting on key school policies
 - Promoting contact between the school, parents, pupils and wider community
3. The membership will be a minimum of six parents or carers of children attending the school. The upper limit is 14.

Note: Parents or carers of children attending the school must always make up more than 50% of the membership of the parent council.

4. All members of the Council will be drawn from the following areas
 - Parents or carers of children attending the school
 - Pupils (Chair of the Pupil Council)
 - Church representative
 - School staff, i.e. Head Teacher or deputy and one other member of staff
 - Community, business or local resident representative.

Note: The Pupil representative may be excluded from discussing matters of a sensitive nature e.g. the appointment of senior members of staff.

5. The Parent Council members, immediately following its formation will agree the Chair and appoint a clerk of the Council.
6. The Parent Council will be selected for a period of a minimum of one year and three years maximum after which they may put themselves forward for re-selection if they wish.

Any parents or carers of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be selected by election. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.

The Council may co-opt up to six members of whom at least one must be a member of the Roman Catholic Church to assist it with carrying out its functions.

7. The Parent Council is accountable to the Parent Forum for Holy Rood High School and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If ten percent (10%) of members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The Council shall give all members of the Forum at least four weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.
 - The Annual Meeting will be held in June 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 four weeks in advance.
9. The Parent Council will meet at least once in every school term.
10. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
11. If any 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 members agree. Termination of membership would be confirmed in writing to the member.
12. Copies of the minutes of all meetings will be available to all parents of children at Holy Rood High School and to all teachers at the school. Copies will be available from the Clerk to the Parent Council via email or in printed format from the school office.
13. All matters pertaining to the Parent Council will be available on the Holy Rood Parent Council web pages.
14. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue that it considers to be confidential. In such discussions, only members of the Parent Council can attend.
15. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council, and that appropriate financial records are in place.
16. The Parent Council may change its constitution after obtaining consent from members of 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.
17. Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Holy Rood High school, where this continues.