



# PERTH HIGH SCHOOL PARENT COUNCIL CONSTITUTION

This is the Constitution of the Parent Council ("the PC") of Perth High School ("the School") as provided for under the terms of the Scottish Schools (Parental Involvement) Act 2006. The term "Parent" where it appears throughout this Constitution shall have the meaning ascribed to it in terms of the Education (Scotland) Act 1980 viz "Guardian and any person who is liable to maintain or has parental responsibilities in relation to or has care of a child or young person" and in relation to the School.

## 1. AIMS AND OBJECTIVES

The aims and objectives of the PC are:-

- To work in partnership with the School and the Education Authority to create a welcoming school community which is inclusive for all;<sup>1</sup>
- To work to promote the partnership between the School, its pupils, Parents and the wider community;
- To develop and engage in activities which support the education and welfare of all pupils at the School;
- To identify and represent the views of Parents of pupils at the School regarding the educational experience provided and the other matters affecting the welfare and education of the pupils at the School;
- To participate and support fundraising for the enhancement of the School, the pupils learning experience, and its wider community.

## 2. MEMBERSHIP

- 2.1 All Parents are members of the PC with full voting rights.<sup>2</sup>
- 2.2 Any Parents may volunteer for and be elected to one of the positions listed in clause 2.3. They can also attend any meetings (subject to the terms of clauses 3.8 and 3.9) and can request to be added to the PC email address list.
- 2.3 Four Office Bearers (Chair, Vice-Chair, Secretary, Treasurer) are elected to manage the PC and to represent the PC in relevant forums. Office Bearers continue until replaced at the next Annual General Meeting (the "AGM").<sup>3</sup>
- 2.4 Non-voting members of the PC are the School Head Teacher, up to four School teaching members, two Head Prefects, and community members. Other teachers and pupils can join as further non-voting members by approval of the PC.

- 2.5 The Office Bearers will be appointed at the AGM by being nominated and seconded by those present at the meeting. If more than one Parent is nominated and seconded to be an Office Bearer then there will be an election with all voting members of the Parent Council present at the meeting having a vote.

In the event the AGM does not take place as scheduled and the Office Bearers are not elected then they shall be elected at the following PC meeting in terms of Clause 3.4 Part 2.<sup>4</sup>

- 2.6 The teaching members will be nominated by the staff of the School or failing this nominated by the Head Teacher. The Head Prefects are those appointed annually by the School. The community member (or members) will be appointed by the PC.
- 2.7 The PC is entitled to co-opt other members from all Parents and the community who wish to assist in carrying out its functions.
- 2.8 All Officer Bearers will stand down at the AGM immediately prior to the election of new Office Bearers. Office Bearers may hold their office if re-elected for up to two consecutive terms of office following their appointment but if unopposed for the position may remain in their post for a third and fourth term.<sup>5</sup>
- 2.9 Each member shall resign when their last attending child leaves the School, or if a pupil member, Head Teacher or teaching member, when they leave the School. Co-opted community members will be appointed by the PC for the term of one year.
- 2.10 Any Office Bearer of the PC may resign their membership at any time by notifying the Chair or Secretary in writing and such membership shall cease forthwith. In this event the PC shall make an interim appointment at the next meeting from within the PC who are nominated and seconded to fill such a post up to the next AGM. If more than one Parent is so nominated and seconded then a vote of the PC at that meeting shall determine the appointment.
- 2.11 The PC shall be entitled from time to time to create sub-groups. For the avoidance of doubt, each sub-group shall be bound by the terms of this Constitution and in the event of a conflict between the sub-group and the PC the views of the PC shall prevail and, if necessary, the sub-group shall cease to exist and all work carried out by the sub-group to date shall transfer to the PC. The final decision on this matter shall rest with the PC.

### 3. MEETINGS

- 3.1 Meetings can be held in-person or in a hybrid in-person/online format. Online only meetings shall take place only where in-person meetings are not permitted due to Government regulation or guidance. When online activity is included in any meeting, the videos of the members attending online must be turned on when any vote is taken so that eligibility to vote can be verified. Subject to the foregoing restriction in respect of online only meetings the

provision of in-person and online meetings is at the discretion of the PC which can vote on the format for future meetings at any meeting.<sup>6</sup>

3.2 All votes taken by the PC are passed on a simple majority. All voting members at the meeting are eligible to vote.

### 3.3 General Meetings

The PC will meet at least once each term. The quorum shall be seven voting members which may include the four Office Bearers. All Parents attending the meeting are eligible to vote if a vote is taken. The Chair does not vote on proposals put to the PC unless the vote is tied in which case the Chair shall have the casting vote.

The notice of the meeting with the Agenda will be circulated by the Secretary at least one week prior to the meeting and include topics supplied by any member of the PC.

The business of a general meeting will include:

- (i) Head Teacher's report.
- (ii) Chair's report.
- (iii) Treasurer's report.
- (iv) Secretary's report.
- (v) Report from the Head Prefects.
- (vi) Other reports as prescribed by the PC.
- (vii) Topics raised either prior to the meeting or at the meeting by Parents.
- (viii) Any other business.

### 3.4 Annual General Meeting

The final general meeting of each academic year will be the AGM which shall take place in the summer School term with at least two weeks notice of the date, time and place of the meeting being circulated to Parents and the other members of the PC .

The business of the AGM will be split into three parts.

Part 1: Prior to the Election of new Office Bearers includes:<sup>7</sup>

- (i) Chair's annual report.
- (ii) Treasurer's annual report including presenting PC accounts.
- (iii) Secretary's annual report.

Part 2: Election of Office Bearers.

The existing Office Bearers stand down and the new Office Bearers are elected in order of Secretary, Chair, Vice-Chair and Treasurer. The PC is chaired by the Secretary for the appointing of the Chair who then stands aside to allow the new Chair to complete the process of electing the two remaining Office Bearers. On election, the Office Bearers shall immediately take office. In the event that no nominations are received for a position then the PC can second a Parent into such position until the next AGM.

Part 3: Remaining Business of the AGM will include:

- (i) Head Teacher's report
- (ii) Items of interest to the PC either supplied before or during the meeting.
- (iii) Appointing community representatives.
- (iv) Any other business.

### 3.5 Extraordinary Meeting ("an EM")

Any Parent is entitled to request in writing an EM of the PC outside the usual meeting timetable by giving at least four weeks notice to the Secretary. The request must be supported and signed by a minimum of seven voting members of the PC. Such notice should contain full details of the proposed subject to be discussed. The Agenda of the EM will include only the items raised and the details will be circulated to the Parents and the other members of the PC seven days prior to the meeting.

### 3.6 Agenda

The Agenda for all meetings shall be circulated to Parents and placed on the School website along with the notice of the impending meeting. All Parents are entitled (save in the case of an EM) to submit matters for the Agenda to the Secretary no later than three days after the notice of the meeting being circulated. The Chair in consultation with the Secretary will determine the final agenda and at their discretion may decide not to include an item and will notify the person raising the item the reason for their decision. The person can then raise the issue under any other business at the meeting if they wish to.

### 3.7 Minutes

Minutes of all Meetings shall be recorded by the Secretary and published on the School website and will be kept as a permanent record. The minutes of the previous meeting will be circulated with the Agenda and notification of the next meeting.

### 3.8 Confidentiality

Meetings of the PC are open to all members as set out in Clause 2 above. In exceptional circumstances where there is a confidential issue that needs to be discussed in private then the issue can be discussed by the Office Bearers alone and the outcome reported to the PC in appropriate terms.

- 3.9 If any member of the PC is considered by the majority of the other members of the PC to be acting in such a way as to undermine the aims and objectives of the PC or in a way which, in the reasonable opinion of the majority of the PC adversely affects the School, then their membership may be terminated by the majority of those attending an EM called to consider the matter.

## 4. FINANCE

- 4.1 The PC shall use any monies received from the Education Authority in accordance with the aims and objectives of the PC.

- 4.2 The Treasurer shall keep an accurate record of any income and expenditure, and will provide a summary of income and expenditure each school term for

the PC. This record shall be independently examined and presented at the AGM.

5. CHANGES TO THE CONSTITUTION

- 5.1 The PC may alter the Constitution after obtaining consent to such alterations from a majority of those Parents attending the AGM or an EM called for that purpose.
- 5.2 Details of any proposed changes to the Constitution shall be circulated to Parents and placed on the School website not less than two weeks prior to such meeting.
- 5.3 Once a meeting has endorsed any changes they shall come into effect immediately thereafter.

6. DISSOLUTION OF PC

Should the PC cease to exist, any remaining funds will be passed to the School for the benefit of the pupils.

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This constitution was approved at the AGM of the PC held on Wednesday 15 June 2022 in the PHS assembly hall.

Signed by the Chair of the PC

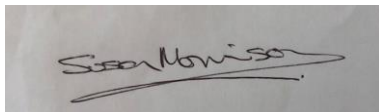
Grant Wooler



Date: 27/6/22

Signed by the Secretary of the PC

Susan Morrison



Date: 24 June 2022

## Notes and Explanations of the Perth High School Parent Council Constitution

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- 1 The constitution aims to encourage inclusion and engagement in all ways relevant to the welfare of the pupils. This aim is particularly relevant to the issues referred to below of membership, voting rights, how meetings are organised, and engagement with pupils and the wider public.
- 2 The old constitution organised the PC in 2 tiers comprising the parent forum made up of all Parents and then a smaller PC which was a body elected at the AGM by the parent forum. This elected body in turn co-opted further parents up to approximately 30 to make up the full PC. This structure introduced two difficulties. One, the parent forum in practice did not operate. Two, this meant that the PC routinely represented only 1-2% of the families with pupils at PHS. The latter is counter to the aim of 'inclusion'. Importantly, in the old structure, views on issues discussed by the PC are not drawn from the wide parent community and those discussions are similarly not disseminated widely in the parent community afterwards because of the lack of families represented on the PC. Consequently, this constitution has only 1 tier for the PC which includes all parents and carers and the role of the 4 office bearers is to organise and manage the PC plus represent the PHS parents and carers in appropriate forums.

The term 'Parents' is as defined in the Education (Scotland) Act 1980 which has a broad definition of what is a 'Parent'. This approach accommodates the wide range of family units that support pupils. This issue has not been a problem in the past but if it becomes difficult in future then the PC can change the constitution to define the term more narrowly. Note that if a more narrowly defined definition of 'Parent' becomes necessary this may lead the PC to have to carry out votes online so that the validity of the Parent can be verified.

- 3 The term of the Office Bearer is until the next AGM in case the AGM does not take place which would include a failure to achieve a quorum of members able to vote.
- 4 Allowing all parents and carers to vote at meetings means that in some cases more than one family member of a pupil will vote on proposals put before the PC. To restrict families to only 1 vote between them may require the PC to adjudicate between family members on the issue of who votes and this would be untenable for the PC. Furthermore, if a 'one vote per family' approach was taken it may lead the PC to do voting online so that the validity of the Parent can be verified. Allowing all parents and carers to vote encourages inclusion of all the family members in supporting PHS and the welfare of the pupils.
- 5 The balance between experience on the PC and the 'renewal' of ideas and energy from new officers is particularly difficult. The maximum number of consecutive years that a parent or carer can hold a position is 4. Note this clause does not stop someone holding more years as an Office Bearer on the

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PC but they would be in different roles, or have taken a break and returned to the same position after being elected in a later year.

- 6 The PC can only vote on the structure of future in-person, online or hybrid meetings. This means that all those who have attended the current meeting are not stopped from voting and participating in that current meeting after a decision is made about how meetings will be conducted in the future.
- 7 These reports are made by the existing Office Bearers responsible for the prior year's activity of the PC.