

Arduthie School Council

1. The following is the constitution for Arduthie School Council.
2. The objectives of the School Council are:
 - To promote partnership between the school, its pupils, all its parents and the local community of Stonehaven including other local schools and their representatives.
 - 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 matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of four parents or carers of children attending the school. The upper limit will be twenty persons.
4. The Chairperson and Vice-chair of the Council will be agreed by the School Council members immediately following its formation.
5. The School Council will be selected for a period of up to 3 years, after which members may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection of members of the Council by postal nomination of themselves or other parents, or directly at the AGM (Annual General Meeting) of the Council.
In the event that the number of nominations exceeds the number of places on the Council, council members will be selected by public ballot at the AGM.
6. The Council may co-opt up to 5 persons to assist it with carrying out its functions and may set up such sub-committees and working groups as it deems necessary to perform its stated functions.
7. The School Council is accountable to the parents of pupils at Arduthie Primary School through its AGM, which will act as a Parent Forum for the discussion of matters relevant to the development and improvement of the school. At this AGM the School Council through its Chairperson will make a report on its activities on behalf of the school to all the parents present..
8. The Parent Forum shall be made up of all parents of children attending Arduthie Primary School.
9. If 10 persons request a special general meeting to discuss issues falling within the School Council's remit, the School Council shall arrange this, giving at least 2 weeks notice of such a meeting and providing a draft agenda of matters to be discussed.
10. The Annual General Meeting will normally be held at the start of the school session (within four weeks). 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 the School Council and its committee

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- selection of the new School Council members.
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts and appointment of the auditor.
11. The School Council will meet at least once in every school term.
 12. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie.
 13. Any 2 members of the School Council can request that an additional meeting be held, and all members of the School Council will be given at least one week's notice of date, time and place of the meeting.
 14. Copies of the minutes of all meetings will be available to all parents and to all teachers at the school. Copies will be available from the school office upon request.
 15. Meetings of the School Council shall be open to the public, unless the School Council is discussing an issue which it considers to be confidential. In such discussions, only members of the School Council and the Headteacher, or his or her representative, may attend.
 16. The School Council will open a bank account in the name of the School Council for all its funds. Withdrawals will require the signature of the Chairperson and one other School Council member.
 17. The School Council will keep an accurate record of all income and expenditure, and will provide a summary of this for each meeting and a full account for the Annual General Meeting. The School Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.
 18. The School Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the School Council.
 19. Should the School Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, (or schools), where this continues.

Notes:

- a) In the above "Parent" includes parents, guardians and designated carers
- b) The "Parent Forum" is the collective term used for all parents meeting together in plenary session
- c) The PTA will continue as before in its fundraising role reporting to the AGM of the School Council as to its activities.
- d) The School Council will appoint a Clerk to fulfil administrative duties and minute taking for which a small fee will be paid. The Clerk shall have no active or voting role in the proceedings of the School Council.
- e) Arduthie School Council is the name selected to fulfil the role of "School Parent Council" as designated by the Scottish Executive.