

Whitburn Academy Parent Council

Constitution

Whitburn Academy Parent Council's Aims:

- **Work collaboratively with the Headteacher, and all staff to ensure that the school runs in an effective and respectful manner.**
- **Provide a forum for parents and carers to communicate on all aspects of school life and ensure all communications are delivered in a timely manner.**
- **Work together to foster good relationships and a positive image between the school, the pupils, parents and the community.**
- **Enhance both the educational and personal development of all our children in a fully inclusive, safe and welcoming environment which ensures that all children have the opportunities to support their success in the future.**

1. Membership

1.1 Our membership is open to parents/carers of children attending Whitburn Academy and staff.

1.2 The membership will be a minimum of four parents of children attending the school, and should not exceed 4 teachers. Any parent/carer/teacher who attends three meetings per academic year, will gain voting rights. Different members of the same family attending three meetings will be considered eligible with one vote per family only. The Chair shall only vote in the event of a tie.

1.3 In the event of the Parent Council dealing with a confidential matter, the meeting shall be treated as a, 'Closed Meeting' and only members with voting rights shall be permitted to attend.

1.4 Whitburn Academy's Office Bearers consist of a Chair, Vice Chair, Secretary and Treasurer. These positions will be reviewed on an annual basis.

1.5 Parent/Carers and Teachers can put themselves forward to be Office Bearers at the Annual General Meeting for a period of one year, after which they may put themselves forward for re-selection if they wish, up to a maximum of two consecutive terms. Parent members may be requested to extend their term by one year to ensure continuity.

1.6 The Chair must be a parent member of the Parent Council.

2. Meetings

2.1 The Parent Council will aim to hold meetings monthly or more frequently if required. At least two weeks notice of date, time and place of the meeting will be given.

2.2 Meeting dates will be published via the School Newsletter, The Parent Council section of the School Blog, West Lothian Council Facebook Page and Twitter.

2.3 Copies of the approved minutes and all meetings will be available on the school blog.

2.4 The Annual General Meeting will be held in September of each year after the February AGM during school year 20/21. 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 meetings will include:

- **Report on the work of the Parent Council and its committee(s)**
- **Selection of new Parent Council members**
- **Approval of any proposed changes to the Constitution**