



Parent Council Constitution

Following the introduction of new legislation on Parental Partnership, the All Saints Parent Council was set up in August 2007. All parents are now members of the Parents Forum and parent can become a member of the Parent Council.

The constitution of the Parent Council is:

1. This is the constitution for All Saints Secondary School Parent Council.
2. The objectives of the Parent Council are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents.
 - To promote partnership between the school, its pupils and all its parents and our wider community.
 - To develop and engage in activities which support the work of the school in providing the best possible education for 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 pupils.
3. The membership of the Parent Council will be a minimum of 3 parents of children attending the school. There is no maximum number of parents who can be members of the Parent Council. All parents who wish to be involved will be included through setting up of a range of different councils, activities either on a year group, area topic basis.
4. Any parents of a child attending the school can volunteer to be a member of the Parent Council. All parents of a child attending the school who volunteer will be given the opportunity to serve on the Council in an agreed capacity.
5. The parents of Primary 7 pupils who attend schools within the All Saints Learning Community will be invited and able to join the All Saints Parent Council.
6. The School Council may co-opt up to a maximum of 3 members of which as a Catholic School, at least, one must be a representative of the Catholic Church.
 1. Co-opted members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for co-opted membership.
 2. Two staff members will be invited to join the Parent Council.
7. The chairperson, the secretary and the Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. Each of the Office bearers positions will be reviewed on an annual basis with an option for job sharing.
8. The Parent Council is accountable to the Parent Forum of All Saints' Secondary School and will make a report to it at least once a year on its activities on behalf of all parents.

If 5% of members of the Parent Council 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 at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters to be discussed at the meeting.



9. The Annual Meeting will be held in April 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 2 weeks in advance. The meeting will include:
 - A report on the work of the Parent Council in all its forms.
 - Discussion of issues that the Parent Forum may wish to raise.
 - Approval of account.
10. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, every member to have a vote except the Head Teacher 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. 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.
11. Copies of the minutes of all meetings will be available to all parents of children at All Saints Secondary School and to all teachers at the school. Copies will be available from the Clerk to the Parent Council and from the School Office.
12. Meetings of the Parent Council shall be open to public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the parent Council and the headteacher, or his or her representative, can attend.
13. The treasurer will open a bank account or building society account in the name of the Parent Council for all Parent council funds. Withdrawals will require the signature of the Treasurer and two other Parent Council Members. 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 Meeting. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent council.
14. 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.
15. 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 (or schools) where this continues.