Paisley Grammar School Parent Council Constitution

Revised September 2024

The Parent Council shall be known as the Paisley Grammar School Parent Council (PGS PC).

The aims of the Paisley Grammar School Parent Council are:

a) Promoting close co-operation and communication between parents/carers and school staff
b) Promoting equality and fairness
c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
d) Engaging in activities which support and advance the education of pupils attending the school

The Paisley Grammar School Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum (Parents/Carers of pupils at the school).

The membership of the Paisley Grammar School Parent Council consists of parents/carers of children attending Paisley Grammar School as selected by the Parent Forum.

The Annual General Meeting (AGM) shall be held in January each year. The notice calling the meeting shall be sent to the Parent Forum in the December Minutes. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include: -

a) the work of the Paisley Grammar School Parent Council (often as reports from the Chair and the Treasurer)
b) approval of the accounts
c) appointment of an individual who will review the annual accounts
d) any resolutions submitted by the Parent Forum
e) appointment of members to serve on the Paisley Grammar School Parent Council

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of 75% of the Parent Council membership.

The Parent Council or 20 of the Parent Forum shall have power to call an Extraordinary General Meeting.

Members of the Paisley Grammar School Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents/Carers shall always form the majority of the Paisley Grammar School Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Paisley Grammar School Parent Council at the first meeting after the AGM. If Office Bearers stand down during the year, replacements can be co-opted to the office bearer role.

The Headteacher or their representative has a right and a duty to attend meetings of the Paisley Grammar School Parent Council.

Each parent/carer member of the Paisley Grammar School Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Council member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A member of the Paisley Grammar School Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Paisley Grammar School Parent Council.

Members of the Paisley Grammar School Parent Council are required to send apologies for non-attendance at meetings via the Paisley Grammar School Parent Council email: *paisleygrammar@renfrewshire.npfs.org*

The Parent Council Code of Conduct can be found in Appendix 1.

Meetings of the Paisley Grammar School Parent Council shall be held as required. Meetings may take place virtually (e.g. online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Paisley Grammar School Parent Council, 3 shall form a quorum.

All Paisley Grammar School Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

The funds of the Paisley Grammar School Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Council members. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Paisley Grammar School Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Treasurer should report on finances at every meeting.

The Paisley Grammar School Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Paisley Grammar School Parent Council.

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present.

In the event that the Paisley Grammar School Parent Council ceases to exist, any remaining funds pass to Paisley Grammar School.

Paisley Grammar School Parent Council Code of Conduct

This Code of Conduct is to help Parent Council office bearers and members understand their roles.

Members should	• support the ethos and values of the Parent Council and make it a welcoming group for all parents/carers and guests • be aware of equality and fairness • feel like their work makes a difference to the school community • treat everyone as an equal and always be respectful towards each other • ensure guests leave meetings with a positive view of the Parent Council and what it is trying to achieve • respect and keep to the decisions made at Parent Council meetings • be involved and help out wherever possible • work with the utmost integrity, especially when dealing with financial matters • understand that all PC members are responsible for Parent Council funds • declare any conflict of interest (for example, if someone is a teacher) and avoid situations which could cause improper conduct • be aware only members of the Parent Council committee have a right to vote at PC meetings. • be supportive of one another, understand that PC members are volunteers and may need an introductory meeting or support to understand their role and the work of the parent group • understand that the Parent Council's role in legislation is to try to represent the interests of all parents/carers to the school and the local authority, help the school community work together, and support learning and school improvement.
Members should avoid	• undermining the decisions made at the Parent Council by expressing opposing views out with meetings • discussing personal issues relating to children, parents or school staff • posting content on social media that is negative or abusive towards the school or anyone in the school and local community • speaking with the media on behalf of the Parent Council without prior agreement.
Meetings	• everyone should be given a chance to speak and to be heard, directed by the Chair • members should contribute constructively at meetings • each contribution should be valued and respected • no-one should leave a meeting feeling belittled or excluded • decisions will be made in the best interests of the whole school community • if a vote is required, members of the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council members.