

Perth Grammar School Parent Council Constitution

1. This is the constitution for Perth Grammar 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 and the school community, including pupils, parents and carers, and those who live and/or work within the school catchment area.
 - 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 of children attending the school.
4. The Parent Council will be selected for a period of one year after which they will put themselves forward for re-selection if they wish. All parents of children at the school can take part in the selection at the Annual General Meeting (AGM).
5. The Parent Council may co-opt additional members to assist it with carrying out its functions as required. The number of parent members on the Parent Council must always be greater than co-opted members but will be a maximum of twelve.

Co-opted members will be invited to serve as required and agreed by the Parent Council

6. The Office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis.

Elected Office bearers will be expected to hold their position for a maximum of two consecutive years. In exceptional circumstances, and

with the agreement of a majority of parent members, this can be extended to avoid a position remaining vacant.

The Parent Council will be chaired by a parent of a child at Perth Grammar School. If the child ceases to be a pupil, the role of the Chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the AGM.

To avoid foreseeable early retirement, the position of Chair will ideally not be held by parent whose youngest child at Perth Grammar School is entering their final year of education.

7. The Parent Council is accountable to the Parent Forum of Perth Grammar School and will make a report to it at least once each year on its activities on behalf of all parents.

If twenty members of the Parent Forum 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 two weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. The AGM will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Forum at least two weeks in advance. The meeting will include:
 - A report on the work on the Parent Council and its committees
 - Selection of the new Parent Council
 - Discussion of issues that members of the Parent Forum may wish to raise
 - Approval of the accounts and appointment of the auditor

The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, 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 the 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.

9. Copies of the minutes of all meetings will be available to all parents of children at Perth Grammar School and to all teachers at the school. Copies will be made available from the Secretary of the Parent Council, from the school office and posted on the website.
10. Meetings of the Parent Council shall be open to the 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 Head Teacher, or his/ her representative, can attend.
11. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
12. 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 two weeks notice to respond to the proposal.
13. Should the Parent Council cease to exist, any remaining funds will be passed to Perth Grammar School to be used for the benefit of the school, where this continues.