Campbeltown Grammar School Parent Council

Constitution

Amended September 2026

1. Name

This is the Constitution for Campbeltown Grammar School Parent Council.

2. Objectives

The objectives of the Parent Council are:

a. to support the school in meeting the needs of its pupils and creating a successful and welcoming place of learning.
b. to promote partnership between the school staff, pupils, parents and school's partner agencies.
c. to enable parents to engage actively in the life of the school.
d. to represent the views of parents on any matters affecting pupils' education and welfare.

3. Membership

(N.B. For the purposes of this document, "parent" should be understood to mean "parent or guardian of a pupil attending the school.")

3.1. The Parent Council will consist of a minimum of five parents, and a maximum of twenty.

3.2. Any parent may volunteer to be a member of Parent Council. This will usually take place, in the first instance, at the Annual General Meeting (AGM) in September of each year. However, new members may join the Parent Council at any time during the school year, if the number of members is below the maximum. They should inform the Chair of their wish to join.

3.3. There is no limit on the number of years a parent may volunteer to be a member of Parent Council, as long as their child/children remain in the school. However, it will not be assumed that a parent will continue to be member: they should volunteer again each year, ideally at the AGM.

3.4. If the number of volunteers at the AGM exceeds the maximum, members will be selected by secret ballot. (In this situation, the Parent Council might consider restricting membership to only one member of a family. It might also consider creating "sub-groups" to allow more parents the opportunity to be involved.)

3.5. Members of Parent Council should agree to the provisions of this Constitution, and allow their names and email addresses to be published on the school website to enable parents to contact them.

3.6. If a Parent Council member wishes to withdraw from membership during the school year, they should inform the Chair in writing. In particular this would be the case if their child/children leave the school.

3.7. 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 may be terminated by a vote of the Parent Council, subject to a two-thirds majority. This decision would be confirmed in writing to the member concerned.

4. Co-opted members

4.1. The Parent Council will invite the Head Teacher to attend all Parent Council meetings.

4.2. The local Councillors will be invited to attend on a rota basis.

4.3. Other co-opted members may be invited to attend meetings. These may include teaching and support staff, pupils, community leaders, business people or any others deemed appropriate by the Parent Council, with a view to fostering partnership among different stakeholder groups.

5. Annual General Meeting

5.1. The Parent Council is accountable to the Parent Forum. (This is the body consisting of all parents and guardians of pupils attending the school).

5.2. The Parent Council will report to the Parent Forum on its activities. To this end, an Annual General Meeting (AGM) will be held in September of each year.

5.3. Notice of the AGM, including the date, time and venue, will be published on the school website and sent all parents by the school at least two weeks before the meeting. The notice will also be displayed as a poster, shared on social media and circulated to local busineses at least two weeks before the meeting. The notice will not be published in local newspapers, as this would incur additional costs.

The AGM will incluse the following items:

a. Presentation of a report on the Parent Council's work over the previous year.
b. Selection of the new Parent Council, in accordance with Section 3 above.
c. Discussion of any issues raised by members of the Parent Forum.
d. Approval of the accounts and appointment of an auditor.

6. Office bearers

6.1. Either at the AGM, or at its first meeting following the AGM, the new Parent Council will appoint office bearers:

a. Chairperson
b. Vice Chairperson
c. Secretary
d. Treasurer

6.2. The Head Teacher may be asked to chair that part of the meeting when office bearers are being appointed.

6.3. The office bearers will serve for one year, after which they may be re-appointed if nominated and willing to continue in the role.

7. Conduct of regular meetings

7.1. The Parent Council will meet at least six times during each school year. The normal quorum for a meeting to take place will be 50% of the members; i.e. a meeting should not take place if fewer than 50% are present. Parents should attend at least one Parent Council meeting per academic year to remain on the Committee for that year. Should a parent not attend any Parent Council meetings for a whole school year, they will be removed from the circulation list for Parent Council matters.

7.2. Meetings will be conducted according to an agenda drawn up in advance. The Secretary will take minutes which, when approved, will be posted on the Parent Council page of the school website.

7.3. Parents may ask for an issue to be raised at a Parent Council meeting: however, as much as possible, the Parent Council should ensure that its discussions are relevant to parents in general. Issues that are essentially personal in nature should be dealt with directly between the parent and the school.

7.4. Meetings will be open to all parents, not only those who are members of Parent Council, unless, at the discretion of the Chair, an issue is deemed to be particularly sensitive and require confidentiality. In such circumstances, only Parent Council members and any co-opted members may attend.

7.5. Should voting be necessary in order to reach a decision, each parent member present will have one vote; the Chair will have the casting vote in the event of a tie. Co-opted members will not normally have a vote; however, they may be invited to vote at the discretion of the Chair.

7.6. If any parent, whether or not a member of Parent Council, requests an additional meeting to discuss a specific matter (relevant to the Parent Council's activities and objectives), this may be arranged. It will be at the discretion of the Chair, in consultation with the Vice Chair and Head Teacher. All parents will be given two weeks' notice of the meeting, including the matter to be discussed.

8. Finances

8.1. The Treasurer will open a bank or building society account in the name of Campbeltown Grammar School Parent Council. This account will hold all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

8.2. The Parent Council will draw up a set of priorities and guidelines for the disbursement of its funds in order to ensure consistent decision-making. These will be in line with its own objectives as set out above in Section 2.

8.3. The Parent Council will be responsible for ensuring that all monies are used in accordance with its objectives.

8.4. The Treasurer will keep an accurate record of income and expenditure, and will provide a summary for each Parent Council meeting and a full account for the AGM. The Parent Council accounts will be audited annually, by an auditor appointed at the previous AGM.

8.5. Should the Parent Council be dissolved, any remaining funds will be passed to the school to be used for the benefit of the pupils.

9. Changes to the Constitution

This Constitution should be reviewed from time to time, and particularly, though not exclusively, at the AGM. It may be amended by the Parent Council, subject to a two-thirds majority and the consent of the Parent Forum, which must be notified and given at least two weeks to respond to any proposed change.