

**Parent Council of  
Madras College, St Andrews**

**Constitution, October 2007**

1. This is the Constitution for Madras College 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, pupils, teachers, wider community)
  - To promote partnerships between the school, its pupils, all its parents and the wider community
  - 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 core membership will consist of a maximum of 30 parent members as defined by the Act.
4. The Parent Council members will agree the Chair, Vice-Chair, Clerk and Treasurer of the Council. These may be rolling posts with the exception of the Treasurer.
5. Members of the Parent Council will serve for a maximum period of two years, after which individuals may put themselves forward for re-election if they wish. All parents (as defined in the Act) of children at the school have a right to take part in the selection by postal ballot. The parents will have four weeks to select their representatives. Elections will be held annually in September.
6. The Council may co-opt other individuals to assist it with carrying out its functions.
7. The Parent Council is accountable to the Parent Forum for Madras College and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If 50 members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Council shall arrange this. The 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.
9. The Annual General meeting 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 Parent Forum at least two weeks in advance. The meeting will include:
  - A report on the work of the Parent Council and its committee
  - Election of the new parent members as required
  - Discussion of issues that members of the Forum may wish to raise
  - Approval of the audited accounts
10. The Parent Council will meet at least four times each year.

11. Should a vote be necessary to make a decision at a Parent Council, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Co-opted members do not have a vote.
12. At any meeting, eight parent members or approximately 45% of the current parent membership, whichever is the greater will be a quorum.
13. 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.
14. Copies of the minutes of all meetings will be available to all parents of children at Madras College and to all teachers at the school. Copies will be available from the Clerk to the Parent Council or from the school office and all minutes will be published on the School Website and displayed within the school.
15. Meetings of the Parent Council shall be open to the public, unless the parent Council is discussing an issue that it considers to be confidential. In such discussions, only members of the Parent Council and the Head Teacher, or his or her representative, can attend.
16. The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of any two from the Chair, Vice-Chair or Treasurer.
17. The Treasurer will keep an accurate record of all income and expenditure, and provide a summary of accounts for Parent Council meetings and a full audited account for the Annual General Meeting. The Parent Council will appoint the auditor.
18. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
19. Should the Parent Council cease to exist, any remaining funds will be passed to the school for the benefit of the pupils.