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**Head Teacher: Neil Hendry B.Ed (Hons)**

11 January 2019

Dear Parent/Carers

### **Lochside Parent Voice**

I am delighted to let you know a parent steering group has been working on designing our aims for our new Parent Voice group at Lochside Academy.

The first meeting will be on the Monday 4 February at 7pm where the new group will officially form and adopt their constitution. Everyone is invited and welcome to join us.

I have attached a draft constitution which shares how the group will operate and function. The group would appreciate if you could read it over and make any comments/suggestions. Please send your comments to [lochsideacademy@aberdeencity.gov.uk](mailto:lochsideacademy@aberdeencity.gov.uk) by Monday 21 January. If no comments are received, we will go with the proposed draft.

The membership of the Parent Voice group will be open to all parents and carers of Lochside Academy. We are looking for parents who can regularly attend the meetings, share their ideas and experience. We also require parents to take on office bearer roles such as chairperson, treasurer and secretary and members. Involving parents in the life of the school is key to helping our school improve and build community – we value your support.

Yours sincerely

Mr N Hendry & Parent Steering group

## **Lochside Academy Parent Voice - Draft Constitution**

### **Our Aims**

- To encourage and promote a positive relationship between the school, pupils and all parents/carers – ensuring there is good communication and information for all.
- To provide a voice for parents/carers views and on any topic that relates to the education and wellbeing of pupils and their families.
- To work with the school to develop opportunities for parents to be more involved in their young person's learning - valuing their time, skills, knowledge and life experience
- To work with the school to develop and engage in joint activities which support the education and wellbeing of pupils and their families by maximising community resources
- To work alongside the pupil council to involve young people in capturing their views and opinions.

### **Powers**

The Parent Council shall have the power to do anything considered by them to further their aims and represent the views of the Parent Forum.

### **Number of Members**

The membership will consist of parents/carers of children attending Lochside Academy as selected by the Parent Forum

The minimum membership shall be 3 and the maximum membership of 20.

### **General Meetings**

The Parent Council is accountable to the Parent Forum of School and will make a report to it at least once each year on the activities it has carried out on behalf of all parents.

This shall be done at an Annual Meeting which shall be held during the Annual General Meeting (AGM) shall be held in September) each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The meeting will include:

- A report on the work of the Parent Council and its subcommittee(s)
- Selection of the new Parent Council
- Identification of issues that Parent Forum may wish the Parent Council to pursue
- Approval of the accounts and appointment of the auditor

The meeting will be chaired by the outgoing Parent Council Chair. In the event of a vote being required on any issue before the meeting all members of the Parent Forum present will be entitled to vote, with the Chair having a casting vote in the event of a tie.

### **Parent Council Membership**

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a (add time) term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected from the membership of the Parent Council at the first meeting after the AGM and will hold office for one year.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council and will attend meetings in an advisory capacity and does not have voting rights.

The Parent Council may co-opt members to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote and purposes shall be passed by a simple majority vote of those present. The Chairperson shall have a casting vote – one vote as a PC member. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary clerk 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 Parent Council failing to attend three consecutive meetings without reason or apologies may be deemed to have retired from the Parent Council.

*It may also be useful to think about what to do if a member acts in a way that is not within the aims of the Parent Council or brings the group into disrepute. It may not be necessary to write this into the constitution, but it may be a good idea to have guidelines or procedures in writing.*

## **Meetings**

The Parent Council will meet at least once in every school term.

The notice calling the meeting shall be send to the Parent Council members/ co-opted members and the Head teacher ideally two weeks in advance if possible, with agenda. In exceptional cases if urgent business needs to be discussed the notice can be shorter.

The quorum of a Parent Council meeting will be 3 parents.

Should a vote be necessary each parent/carer member attending the meeting will have one vote. In case of a draw the chair of the meeting has the casting vote.

All Parent Council meetings of the shall be open to the public, and any member of the Parent Forum may attend although they will not have voting rights. The exception to this is when the Parent Council is discussing a confidential issue. In such circumstances, the Parent Council will decide who is appropriate to attend the meeting.

Copies of the approved minutes of all meetings will be available via the school website and notice-board in school. A copy should also be sent to [ECSPCMeetingMinutes@aberdeencity.gov.uk](mailto:ECSPCMeetingMinutes@aberdeencity.gov.uk)

## **Finance**

The Parent Council 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 the Treasurer and one other Parent Council member.

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 financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.

The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the aims of the Parent Council.

### **Changes to the Constitution**

The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. All members of the Parent Forum will be informed of any proposed amendment and given reasonable time to respond to the proposal.

The proposal shall be accepted if a majority of those who respond within the given time agree.

### **Dissolution**

If the Parent Council ceases to exist any remaining funds passes to the school for the benefit of young people in the school.