

**CONSTITUTION FOR  
DOUNBY COMMUNITY SCHOOL PARENT GROUP (DCS PARENT GROUP)**

- 1 This is the constitution for **Dounby Community School Parent Group**.
  
- 2 The objectives of the Dounby Community School Parent Group are:
  - To work in partnership with the school to create a welcoming environment which is inclusive for all parents, carers and pupils.
  - 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 and staff.
  - To promote partnership between the school, its pupils, parents/carers and the community.

The statutory functions of the DCS Parent Group are set out in the Scottish Schools (Parental Involvement) Act 2006, and a summary of those functions is contained in the attached Appendix.

The DCS Parent Group is open to all parents of children at Dounby School. A quorum shall be at least five parents from five different year groups.

Year Groups are:

Nursery, Pre-school, Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Class 7.

Any attending parents can vote provided there is a quorum.

***The Office bearers will be a Chairperson, Vice Chairperson and Treasurer***

The Head Teacher of Dounby Community School has both the duty and the right either to attend or (if the Head Teacher so elects) to be represented at meetings of the Forum, but shall not be a member of the DCS Parent Group.

The Director of Education & Recreation Services or nominated officer shall be entitled to attend and to speak at Parent Forum meetings but shall not be a member of the DCS Parent Group.

Any Councilor for the electoral ward shall be entitled to attend, but shall not be a member of the DCS Parent Group.

4 Office Bearers will serve for a minimum of 1 year and a maximum of 2 years.

5 The DCS Parent Group may co-opt members. These members will be co-opted for a period of up to 1 year. The co-opted members will not have the right to vote.

The number of parent members on the DCS Parent Group must always be greater than co-opted members.

6 The DCS Parent Group office bearers will be parents of a child attending Dounby Community School.

The office bearers of DCS Parent Group will be agreed by the DCS Parent Group members immediately following its formation. Office bearers will be re-selected by the DCS Parent Group on an annual basis. A Clerk will be appointed by Dounby Community School Parent Group.

7 The DCS Parent Group is accountable to the whole Dounby Community School Parent Forum and shall make a report to it at least once each year on its activities.

8 The Annual 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 2 weeks in advance. The meeting will include:

- A report on the work of the DCS Parent Group.
- Election of Office bearers.
- Invitation to co-opted members.
- Discussion of issues that members of the Parent Forum may wish to raise.
- Where funds exist approval of the accounts and appointment of the auditor.

**9** The DCS Parent Group 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. Voting will be by secret ballot.

Any six members of the Parent Forum can request that an additional meeting be held, and all members of the Parent Forum will be given at least one week's notice of date, time and place of the meeting.

**10** Copies of the minutes of all meetings will be distributed to all parents of children at Dounby Community School, to co-opted members and to all staff at the school. Copies of all minutes will be sent to the Education Department.

**11** Meetings of the DCS Parent Group shall be open to the public unless the DCS Parent Group is discussing an issue which it considered should be dealt with on a confidential basis. In such circumstances only members of the DCS Parent Group and the head teacher, or his or her representative can attend.

**12** The DCS Parent Group can raise funds by any means other than by borrowing, can apply for and receive grants and gifts.

**13** The Treasurer will open a bank or building society account in the name of the DCS Parent Group for all DCS Parent Group funds. Withdrawals will require the signature of the Treasurer and one other DCS Parent Group member. Signatories will not be from the same household.

The Treasurer will keep an accurate account of all income and expenditure, and will provide a summary of this for each DCS Parent Group meeting and a full

account for the Annual Meeting. The DCS Parent Group accounts will be audited by the auditor prior to the Annual Meeting.

The DCS Parent Group shall be responsible for ensuring that all monies are used in accordance with the objectives of the DCS Parent group.

The DCS Parent Group cannot acquire any interest in heritable property, whether by inheritance, gift or otherwise.

- 14** The DCS Parent Group may change its constitution after obtaining consent from the Parent Forum who will be informed of any proposed amendment and given reasonable time to respond to the proposal. The DCS Parent Group shall provide the Education Authority and the Head Teacher with a copy of the amended or new constitution.
- 15** The DCS Parent Group will be involved in the recruitment and selection of school staff in accordance with Education Authority policy.

## APPENDIX

For the purposes of performing the functions of the Scottish Schools (Parental Involvement) Act 2006 the Dounby Community School Parent Group is deemed to be a Parent Council.

### Summary of the statutory functions of a Parent Council

(n.b. for a full list of the statutory functions please refer to the Scottish Schools (Parental Involvement) Act 2006)

#### Functions of a Parent Council

1. The functions of the Dounby Community School Parent Group are:-
  - (a) to support the endeavours of those managing the school -
    - (i) to raise standards of education in the school,
    - (ii) to secure improvements in the quality of education which the school provides, and
    - (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,
  - (b) to make representations -
    - (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
    - (ii) to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,
  - (c) to promote contact between -
    - (i) the school,
    - (ii) the Parent Forum,
    - (iii) parents of prospective pupils of the school,
    - (iv) pupils in attendance at the school,
    - (v) the community, and

- (vi) such other parents as it appears to the council appropriate to include for the purposes of this paragraph,
  - (d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event -
    - (i) not more than 12 months after the council is established, and
    - (ii) after that first report, at intervals of not more than 12 months,
  - (e) to ascertain the views of members of the Parent Forum as regards -
    - (i) the standards of education in the school,
    - (ii) the quality of education which the school provides,
    - (iii) the exercise by the council of its functions, and
    - (iv) such other matters as appear to the council to be of interest or concern to the Parent Forum,
  - (f) to collate those views and report them to -
    - (i) the headteacher of the school,
    - (ii) the education authority, and
    - (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,
  - (g) to review from time to time its constitution and
  - (h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.
2. In addition to the functions specified above, the Parent Council is to promote contact between -
- (a) the Parent Forum of the school, and
  - (b) such providers of nursery education to prospective pupils of the school as appear to the council appropriate.
3. Subject to the provisions of the Scottish Schools (Parental Involvement) Act 2006 and unless otherwise prohibited by law, the Parent Council may do anything which is calculated to facilitate the exercise of its statutory functions including, without prejudice to the foregoing generality -
- (a) entering into contracts and agreements (other than in relation to land), and
  - (b) appointing a person to be clerk to the council.

4. The members of the Parent Council do not incur personal liability for anything done, or purportedly done, in the exercise of its statutory functions if it was done in good faith.
5. In the exercise of its statutory functions the Parent Council is to have regard to any guidance issued to it by Orkney Islands Council, as education authority, for the purpose of ensuring that any duty which the authority has, under statute, or, by virtue of any rule of law, is duly complied with.
6. The Parent Council is to comply with any reasonable request made to it by the headteacher of the school or by the education authority for information relating to its exercise of its statutory functions.