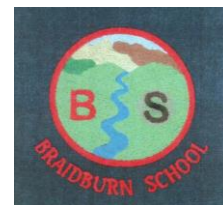


Braidburn Parent Council



Office Bearers:

Chairperson: Vacant

Secretary: Lesley Munro

Vice Chair: Gail Morris

Treasurer: Claire O Connor

CONSTITUTION

NAME Braidburn School Parent Council

AIMS

- To promote close co-operation and communication between parents, teachers, school staff and school NHS staff
- To promote equality and fairness
- To study and discuss matters of mutual interest relating to the education and welfare of all pupils
- To engage in activities which support and advance the education of pupils attending the school including fundraising activities for specific and non-specific purposes
- To identify and/or represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils including at the City-Wide Special Schools Neighbourhood meetings (CWSS) and any other committee deemed relevant.

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum

NUMBER OF MEMBERS

The membership consists of parents/carers of children attending Braidburn School. The minimum membership size shall be 3 and a maximum of the total Parent Forum.

OFFICE BEARERS

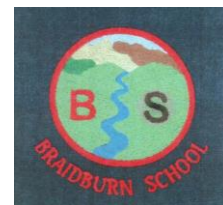
Office Bearers Include:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary or Clerk to the Parent Council
- Fundraiser

And as such others that may be required.

To ensure a conflict of interest does not arise those office bearers in post should not hold a similar post with the Friends of Braidburn School, Charity No:SC043231

Braidburn Parent Council



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GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in October each year, or as close as possible. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may be held face to face, online or a combination of both. The business shall include

- The work of the Parent Council
- Approval of the accounts
- Appointment of an individual who will review the annual accounts
- Any resolutions submitted by the Parent Forum
- Election of Office Bearers to serve on the Parent Council
- Confirmation of Cheque Signatories for the Parent Council Bank Account

The Parent Council or 3 members of the Parent Forum shall have the power to call an Extraordinary General Meeting.

QUORUM & VOTING RIGHTS

At all General Meetings, the quorum shall consist of 3 Members or one third of the Members present, whichever is the lowest.

School representatives are not allowed to vote on any Parent Council matters.

The Chairperson has the casting vote in the event of a split decision. All Members present are entitled to vote.

Each Member of the Parent Council, at either an AGM or Meeting, shall have one vote and resolutions shall be passed by simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall only be used in the event of a tie.

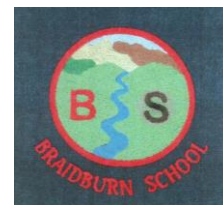
PARENT COUNCIL MEMBERSHIP

Office Bearers of the Parent Council shall be appointed at the AGM. They shall be elected for one year term in office and be eligible for re-election for up to three years after which they will have to stand down for a period of one year from that office/post. Retiring Office Bearers may take up an alternative post at the AGM. This applies to ALL OFFICE BEARERS. If there are no nominees for a vacated office/post however, the existing office/post holder may continue in that role until a new nominee stands for election. Parents shall always form the majority of the Parent Council.

The Parent Council may co-opt any other Member to fill a vacancy occurring between AGMs. The Co-opted Members shall retire at each AGM but shall be eligible for re-election.

The Headteacher and his/her representative have the right and a duty to attend meetings of the Parent Council.

Braidburn Parent Council



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Chairperson: Vacant

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The Parent Council may co-opt up to 6 people to help carry out its functions. The Co-opted Members shall retire at the AGM and shall be eligible to be co-opted for a further term.

The Secretary/Parent Council 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 meeting without reason/apologies may be deemed to have retired from the Parent Council.

MEETINGS

Meeting of the Parent Council shall be held as required but usually quarterly in advance of the City-Wide Special Schools Neighbourhood meeting (CWSS). Meetings may be held face to face, online or a combination of both.

At all meetings of the Parent Council a third of Members present, at least two of whom must be Office Bearers, shall form quorum.

All Parent Council meetings shall be open to any member of the Parent Forum who may attend although they will not have voting rights.

FINANCE

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of Braidburn School Parent Council.

Cheques shall be drawn, or withdrawals made against the signatures of at least two of the named Parent Council Office Bearers, one of whom must be the Treasurer.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Braidburn School Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum/Parent Council.

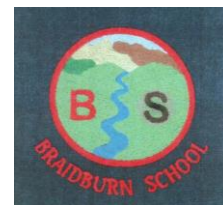
The Parent Council shall be responsible for ensuring that all property and/or money received by/for the Parent Forum or the Parent Council shall be applied for the aims of the Parent Council.

The Parent Council Financial Guide, provided by the City of Edinburgh Council, should be used as a point of reference or alternatively the Parental Engagement Department of the City of Edinburgh Council can be contacted.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

Braidburn Parent Council



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DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority, as necessary.

GLOSSARY

AGM — Annual General Meeting

CWSS — City Wide Special Schools Neighbourhood Meeting

EGM — Extra Ordinary General Meeting

Parent Forum — Parents and carers of all pupils attending Braidburn School

DATE OF CONSTITUTION

Date of Constitution: 12 October 2020

Updated: November 2021 (to reflect use of online meetings)
