



THE NICOLSON INSTITUTE
SGOIL MHCNEACAIL

CONSTITUTION

1. This is the constitution for The Nicolson Institute Parent Council.
2. The objectives of the Parent Council are:
 - a) To work in partnership with the school to create a welcoming school which is inclusive for all parents
 - b) To promote partnership between the school, its pupils and all its parents
 - c) To develop and engage in activities which support the education and welfare of the pupils
 - d) 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 membership of the Parent Council will comprise parents of children attending The Nicolson Institute. The maximum size of the Parent Council will be twelve, ideally with two parent members for each year group, if possible. Ideally, to ensure that all areas of Lewis have representation, a maximum of eight parent members will be drawn from the greater Stornoway area, with the rest of the parent members drawn from all other areas of Lewis, if possible.
4. The Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. Any parent of a child at the school can take part in the selection by post, text, email or phone. The parents will have [x] weeks to select their representatives. The Chair, Secretary and treasurer of the Council will be agreed by the Parent Council members immediately following its formation.
5. The Parent Council may invite up to four community members to assist with carrying out its functions. Non parent members will be invited to serve for a period of two years, after which time the Parent Council will review and consider requirements for non parent membership.
6. The chair, Vice-Chair, Secretary and Treasurer of the Parent Council will be agreed by the Parent Council members immediately following its formation. A member of the Parent Council cannot accept remuneration for administrative services but any other member of the Parent Forum, or any non parent member may be remunerated. Office bearers will be selected by the Parent Council on an annual basis at the annual meeting of the Parent Forum.

7. The Parent Council is accountable to the Parent Forum for The Nicolson Institute and will make a report to it at least once each year. If a majority of the members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Parent 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.
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 two weeks in advance. The meeting will include:
 - a) A report on the work of the Parent Council and its committee
 - b) Selection of the new Parent Council
 - c) Discussion of issues that members of the Parent Forum may wish to raise
 - d) Approval of the accounts.
9. The Parent Council will meet at least once in every school term. Should a vote be necessary, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie. Any four 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 the date, time and place of the meeting. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, the other members should refer to the complaints section in the Parental Involvement Policy of the Department of Education.
10. Copies of the minutes of all meetings will be available to all parents of children at The Nicolson Institute and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and will be displayed on noticeboards and school websites.
11. Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such discussions, only members of the Parent Council and the Headteacher, or his or her representative, may attend.
12. 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 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 Parent Council will be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
13. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
14. Should the Parent Council cease to exist, any remaining funds will be passed to The Nicolson Institute School Fund to be used for the benefit of the school.