



Lornshill Academy Parent Council (LAPC) Constitution



Our Aims and Objectives

The Parent Council exists to support the school and to encourage home-school links. Its function includes (but is not limited to);

- Working in partnership with school staff and pupils to create a welcoming school which is inclusive for all parents/carers, pupils and staff
- Working to promote partnerships between the school, its pupils and all parents/carers
- Working to develop and engage parents/carers in activities which support the education and welfare of all pupils
- Working to identify and represent the views of parents on matters affecting the education and welfare of the pupils and staff

Who can be a member?

Any parent/carer of a child at Lornshill Academy can be a member of the Lornshill Academy Parent Council (LAPC) at any time. From the LAPC "Office Bearers" will be selected to run the LAPC.

The LAPC may also invite people who are not parents/carers to be members of the LAPC for a specified reason or amount of time. These are called Co-opted Members. This might be done to support a particular area of activity that is a priority, or for people with certain skills and experience.

The Head Teacher of the school is expected to attend meetings of the LAPC or to be represented. The Head Teacher will advise the LAPC on all issues relating to the work of the school and what it does to involve parents/carers, as well as general education matters of interest to the LAPC.

How to become a parent member?

If you have a child attending Lornshill Academy you can ask to become a member of LAPC at any meeting, at the Parent Council AGM or by contacting the Chairperson through the school office or via social media.

By asking to become a member of LAPC you commit to supporting the aims and objectives identified in this document.

Office Bearers and Associated Functions

The following Office Bearer appointments will be made, selected from the LAPC:

Role	Responsibilities include:
Chairperson	• Working in partnership with Lornhill Academy HT/DHT to encourage and promote parental engagement. • Managing the meetings, making sure the meetings run smoothly and cover the necessary business. • Representing the LAPC at Clackmannanshire's Joint Chair meetings. • Overseeing LAPC social media posts.
Vice-Chairperson	• Responsible for assisting the Chairperson in all required duties
Treasurer	• Responsible for keeping the LAPC accounts and financial records
Secretary	• Responsible for organising meetings, taking notes and circulating information and other administration

The LAPCs office bearers (the Chairperson, Vice Chairperson, Secretary and Treasurer) must stand for re-election of the LAPC on an annual basis, at the Annual General Meeting.

The Chairperson must have served on the LAPC for at least 1 year prior to being appointed as Chairperson. Should the Chairperson's child ceases to attend the school, a new Chairperson will be agreed at the next meeting of the Core Parent Council.

Annual General Meeting

The LAPC will hold an Annual General Meeting in late May/June of each year. A notice of the meeting including date, time and place will be sent to all members of the LAPC as well as publicised on the school website and via social media at least two weeks in advance. The meeting will include:

- A report on the work of the LAPC and its committee(s)
- Selection of new LAPC Officer Bearers
- Discussion of issues that any members may wish to raise
- Approval of the accounts and appointment of an external auditor.

If there are any decisions to be made at the AGM each parent present will have one vote. Decisions will be made by majority and will be recorded in the minutes. The Chairperson will have a casting vote. Any parent can attend the AGM.

Meetings

The LAPC will meet at least once every school term. The Chairperson we run these meetings and the Secretary will keep a record of the discussion known as Minutes. Any details regarding when meetings will take place will be communicated through the website, via social media and via direct communication with Parents/Carers. Any parent can attend a LAPC meeting.

In addition to planned meetings, any two members of the LAPC can request an extra meeting to discuss a particular, additional matter of business. LAPC Members will be given at least two weeks' notice of this. The Secretary will make sure that the meeting is organised in this timescale and is responsible for taking notes of the discussion at the meeting.

Should a vote be necessary to make a decision, each LAPC member at the meeting will have one vote, with the Chairperson having a casting vote in the event of a tie. Decisions reached in this way should be recorded fully and carefully in the minutes of the meeting.

Copies of the Minutes of all meetings will be available to all parents/carers of children at Lornshill Academy and to all teachers at the school. Copies will be published on social media (doc link) and on the School website.

Expectations of Parent Council Members

It is expected that all LAPC members will act in the best interests of the school community and to support the aims and objectives of the LAPC as described in this document. If a LAPC member acts in a way that is considered by other members to undermine the objectives of the LAPC, their membership of the LAPC shall be terminated if the majority of parent members agree. In such circumstances, the LAPC will make arrangements to fill any vacancy arising from such a termination of membership by methods above.

Financial Arrangements

The Treasurer is responsible for LAPCs financial management and records all payments and monies received. Two signatures are required on all payments. Agreements regarding payments should be recorded in meeting Minutes. The Treasurer is expected to keep accurate financial records.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this to the LAPC regularly, and a full account for the Annual General Meeting. The LAPC accounts will be audited by an external auditor. The LAPC accounts may be inspected by any member of the LAPC giving at least one week's notice to the Treasurer.

The financial year of the LAPC shall run from the 1st of April in any year to the 31st March in the following year.

Clackmannanshire Council, through its Internal Audit Service, shall have a right of access to the LAPCs financial records.

The LAPC shall be responsible for ensuring that all monies are used in accordance with the objectives of the LAPC.

Changes to the Constitution

This document sets out the rules by which the LAPC operates – known as the constitution. The LAPC may change its constitution (incorporating its Standing Orders) with the consent of members of the LAPC. Members of the LAPC will be sent a copy of any proposed amendment in advance of the AGM and will be published on the School website and social media.

Winding Up Procedures

Should LAPC cease to exist, any remaining funds, from those funds officially allocated by the Council, will be passed to the Education Authority to be used for the benefit of the school (or wider community).

Revision History

Date of Change	Revision Details
13/09/2007	Agreed at its first meeting on 13 th Sept 2007
17/06/2008	Amended at the Parent Forum Meeting on June 17 th 2008
06/06/2013	Amended at Parent Forum "Question Time" on June 6 th 2013
30/05/2020	Amended at the Parent Council AGM on May 30 th 2020
25/05/2022	Amended at the Parent Council AGM on 26 th May 2022