

Wallace High School

Parent Teacher Network (PTN) Constitution

One - Aims

The aims & objectives of the Wallace High PTN are:

- To work in partnership with the school to create a welcoming environment, that is inclusive for all parents and carers
 - To promote partnership working between the school, the community, its pupils and families
 - To develop and engage in activities which support the education, personal development and welfare of pupils attending the school.
 - To represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
 - To support the school at key events and to fundraise in order to enhance pupils wider experience and to help support the needs of the school.
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Two - Membership

The Parent Forum consists of all parents/carers who have a child at the school. The PTN is the committee appointed by the Parent Forum to run matters on its behalf.

The membership of the Wallace High PTN shall comprise of a minimum of five elected parent members, representing the parent forum.

Elected members shall volunteer for a period of two years.

The PTN shall also include the Headteacher of Wallace High or their representative.

The PTN shall also be entitled to Co-opt members including:

- At least one person (in addition to the Headteacher) representing the staff, employed by the school
- At least one person representing the interests of the communities served by the school

Co-opted members will be invited onto the PTN for a period of between one and two years, as agreed at the time of appointment.

To represent the student body we encourage the Head boy and girl or their representatives, to attend meetings to take part in relevant discussions and/or projects.

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Three – Office Bearers & Terms of Office

The Chair, Treasurer and Secretary of the PTN shall be agreed by members of the Parent Forum at the first formal meeting following its formation. Other roles suggested within the committee are: Communications, Ochil House Rep. and Fundraising.

Thereafter, Office Bearers shall be appointed by the Parent Forum every two years.

All elected Office Bearers within the PTN shall be parents having children at Wallace High School during their time in office.

In the event of any Office Bearer becoming unable for any reason to continue in that office, resigning from that office, or not continuing to be a parent of a child at the school, the PTN will agree or elect a parent member to continue in the post until the next AGM.

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Four – Financial Accounting

The PTN will open a bank or building society account in the name of the PTN for all PTN funds. Withdrawals of any funds will be authorised only by the signatures of the Treasurer and the Chair.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this at each meeting and a full account for the AGM.

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

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Five – Meetings & Communication

The Wallace High PTN will meet at least once in every school term, but may meet at any other time it considers necessary.

The PTN is accountable to the Parent Forum of Wallace High School and minutes of each meeting will be available on the school website, emailed out to Parents who have joined the PTN mailing list and copies made available from the school office on request.

Should a vote be necessary to make a decision at a meeting, each PTN member at the meeting shall have one vote, with the Chair having a casting vote in the event of a tie.

Meetings of the PTN shall be open to the public and school community, except for any agenda items where the PTN is discussing an issue which it considers should be dealt with separately on a confidential basis.

If more than twenty members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the PTN shall arrange this. The PTN 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.

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Six - AGM

The Chair will make a verbal and written report to the group at least once each school year, on its activities on behalf of all the parents of children attending the school. This will normally occur at the AGM.

The AGM of the PTN will be held during May or June of each year.

A notice of the AGM including date, time and location will be advertised at least two weeks prior to the meeting.

The AGM will include:

- A report on the work of the PTN
- Selection of new Office Bearers (if applicable)
- Approval of the accounts
- Discussion of issues that members of the Parent Forum may wish to raise

Parents unable to attend meetings but wishing to communicate their ideas and views, can email the PTN. Relevant points can be discussed at meetings or answered by the PTN.

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Seven - Code of Conduct

As volunteers and representatives of the Parent Forum, we come together in the spirit of friendship, partnership and cooperation to meet the needs of the school and the pupils.

We shall display respectful and appropriate behaviour towards fellow PTN members, students, staff and the general public at all times, in accordance with the expectations and policies of the school.

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Eight – Amendments to the Constitution

The PTN may change its constitution after obtaining majority consent from responses received from members of the parent forum. Members of the Parent Forum will be sent a copy of any proposed amendments and given reasonable time (minimum of two weeks) to respond to the proposal.

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Nine – Termination of PTN

Should the PTN cease to exist, any remaining funds will be passed to the education authority, to be used for the benefit of the school, where this continues.