



Determination Confidence

Teamwork Community

Encouragement Trust

Creeff High School



Parent Council Constitution 2025-26



Education and Learning
Improving Lives Together
Ambition | Compassion | Integrity

Crieff High School Parent Council Constitution

for consideration at AGM 3/2/26

1. Objectives

- The Parent Council will work as a partnership between parents & carers, school staff and pupils to improve the learning experience of our young people and create a welcoming school which is inclusive for all.
- The Parent Council will provide an opportunity for constructive dialogue between parents & carers, school staff and pupils on matters of mutual interest relating to education and the welfare of pupils.
- The Parent Council will encourage parental involvement and ensure that the views of parents and carers are represented and taken into account.
- The Parent Council will be actively involved in the appointment of senior academic staff.
- The Parent Council will seek to foster links between the school and the wider community in Strathearn, including associated primary schools.
- The Parent Council will report on its activities to the Parent Forum at least annually.
- In discussion with school staff, the Parent Council will support the school in fundraising for resources and facilitate school events.

2. Membership

- Membership of the Parent Council shall be open to all parents and carers of children at Crieff High School (The Parent Forum).
- Members of school staff who are parents or carers of young people at the school are also eligible for membership. However, any potential conflict should be disclosed.

3. Election to the Parent Council

- There should be a minimum of six Parent Members to be elected at the Annual General Meeting either by a show of hands or by ballot. The maximum number is fifteen.
- Parents will serve for one year. They may volunteer to serve for additional periods of one year as long as they continue to have a child on the school roll.
- At Ordinary Meetings, with agreement of the members of the Parent Council, additional parent members may be co-opted. They will serve until the next Annual General Meeting when they may be eligible for re-election.

The Parent Council may co-opt additional members as appropriate to include, but not be limited to:

- Up to two members of teaching staff or a member of non-teaching staff.

4. Meetings

The Parent Council will organise an Annual General Meeting of the Parent Forum at which it will report on its activities, present audited accounts, and at which elections or nominations for the next year's Parent Council members will be held.

- Regular meetings will take place during term time, aiming to meet termly.
- Regular meetings will be open to all parents & carers.
- Minutes of meetings will be posted on the school's website and any other agreed medium in a timely manner.
- Advance notice of the dates, times, and venues of future meetings will also be posted on the school's website and any other agreed medium.
- The aim of the Parent Council is to discuss issues of general relevance to the parent body as a whole: discussions of specific matters relating to individuals should be avoided.
- In the event of a vote being required, only parent representatives are entitled to vote and the Chairperson will have a casting vote, or in the absence of the Chairperson, the Vice Chairperson.
- A minimum of three parent members of the Parent Council is required to provide a quorum.
- If a member of the Parent Council acts in a way which undermines the objectives of the Parent Council, then their membership can be terminated following a decision taken at a Parent Council meeting to which all members have been provided with two weeks notice.
- A member of the Parent Council who fails to attend 3 consecutive meetings without submission of apologies will be deemed to have retired from the Parent Council.

The Headteacher will be invited to attend meetings in an advisory capacity. In his/her absence a Deputy Headteacher will attend.

The Head Boy and Head Girl will be invited to attend meetings.

Community members will also be invited, such as local Councillors and others who the Parent Council feel would contribute to the meetings and specific agenda items.

5. Office bearers

The Parent Council will elect a Chairperson, a Vice Chairperson, Treasurer and a Secretary, who must be parent members. They must serve for a minimum of one year and must be submitted for re-election by the Council every year.

The Parent Council may appoint a Minute Secretary who will be responsible for taking minutes of meetings. They will be appointed at the AGM or at a subsequent ordinary meeting.

6. Finance

The Parent Council may open a bank account. The account should have three signatories, of which two should sign any cheques. One should always be the Treasurer.

The Treasurer will be responsible for keeping accurate records of the financial transactions of the Parent Council. A short financial statement should be made available at every meeting.

Audited accounts will be prepared annually and presented to the annual Parent Forum meeting. The accounts must be audited by a person who is not a member of the Parent Council.

7. Modifications to the Constitution.

The Parent Council may make changes to this Constitution but all changes must be circulated to the Parent Forum for consideration. Changes can then be confirmed at an Ordinary, Special or Annual meeting if the majority of Parent Council members are in agreement.

8. Dissolution

Should the Parent Council cease to exist, all members of the Parent Forum will be notified and any remaining assets passed to Crieff High School for the benefit of the school.

Confirmation of adoption at Annual General Meeting 3/2/2026:

Signed:



Kirsteen Jones, Chairperson

Signed:



Catriona Cunningham, Vice-Chairperson

Date: 3/2/2026