

# Kilmacolm Primary School

## Parent Partnership Constitution Sept 2022

### 1. Name

The Parent Partnership shall be known as the (Kilmacolm Primary School) Parent Partnership (often simply referred to as the KPS Parent Partnership)

### 2. Aims

- a) Promoting close co-operation and communication between parents and school staff
- b) Promoting equality and fairness
- c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- d) Engaging in activities which support and advance the education of pupils attending the school

### 3. Powers

The Parent Partnership 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 parents and carers of pupils at Kilmacolm Primary School.

### 4. Membership

The membership of the Parent Partnership consists of parents/carers of children attending Kilmacolm Primary School, as selected by the parents/carers.

### 5. General Meetings

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the parents and carers, at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:-

- a) the work of the Parent Partnership (often as reports from the Chair and the Treasurer)
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the Parent Partnership
- e) appointment of members to serve on the Parent Partnership

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co-opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff attending.

At all general meetings, the quorum shall consist of eight parents/carers.

The Parent Partnership or twenty parents/carers shall have power to call an Extraordinary General Meeting.

## 6. Parent Partnership Membership

Members of the Parent Partnership shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Partnership.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers will be elected by the Parent Partnership at the first meeting after the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council,

The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

The Parent Partnership may co-opt up to two persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

Each parent/carer member of the Parent Partnership shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a Parent Partnership member and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Partnership or parents/carers.

A member of the Parent Partnership failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Partnership.

Membership of the Parent Partnership shall cease if the majority of parent members

agree that an individual is considered to have undermined the objectives of the Parent Partnership, and in accordance to the Parent Partnership Code of Conduct. This will be confirmed in writing by the Chair/other office bearer. They will have a right of appeal to the Chair/other office bearer whose decision will be final

## 7. Ordinary Meetings

Meetings of the Parent Partnership shall be held as required. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

At all meetings of the Parent Partnership, 5 shall form a quorum.

All Parent Partnership ordinary meetings shall be open to parents and carers of Kilmacolm Primary School, although they will not have voting rights.

## 8. Finance

The funds of the Parent Partnership shall be lodged in a bank, building society or other account in the name of the Parent Partnership. Cheques shall be drawn, or withdrawals made against the signatures of at least two named Parent Partnership members. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Partnership. 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 Partnership. The Treasurer should report on finances at every meeting.

The Parent Partnership shall be responsible for ensuring that all property/money received by/for the Parent Partnership, shall be applied for the aims of the Parent Partnership.

## 9. 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 all parents/carers present.

## 10. Dissolution

In the event that the Parent Partnership ceases to exist, any remaining funds pass to Kilmacolm Primary School.