Wemyss Bay Primary School

Parent Partnership Constitution

Date amended – 30/01/2024.

To be amended and changed, if necessary, by the 17/01/2026 and every 2 years thereafter.

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1. Name and Powers

**The Parent partnership shall be known as the Wemyss Bay Primary School Parent Partnership.** *[* **(often simply referred to as the PC or PARENT PARTNERSHIP/PSA)**

2. Aims/Objectives

**The objectives of the Parent partnership should be as follows.**

* *To work in partnership with the school to create a welcoming school, which is inclusive to all parents/carers.*
* *To promote partnership and communication between the school, its pupils and all its parents/carers.*
* *To develop and engage in activities which support the education and wellbeing of the pupils.*
* *To identify & represent the views of all parents/carers on the education provided by the school.*
* *To engage in activities which support the advancement of the education of pupils attending the school.*
* *To raise funds in a moral none difficult or without conflict procedure through the Parent Partnership for the benefit of the school and the pupils.*

3. Membership

**The membership of the Parent partnership consists of parents/carers of children attending *Scottish School* as selected by the Parent Forum.**

* The membership of the core group will be five parents. The maximum is to be no more than sixteen unless agreed otherwise.
* Any parent of a child at the school can volunteer to be a member of the Parent Partnership. If the maximum number is exceeded members will be drawn by lots and selected. Anyone not selected can be offered to be part of any sub-groups set up by the Parent Partnership.
* The Parent Partnership may also have the following co-opted members:
* The Head Teacher and or another member of staff.
* The local Councillor.
* Pupils from the school (by invitation only)
* Any parent who previously had a child at the school and or is awaiting transition of another child into the school.

Co-opted members are members who are not eligible to vote on any Parent partnership decisions at either General meetings or Ordinary meetings.

* Parents/carers will remain a member of the Parent Partnership for a period of 1 year, or until their youngest child leaves the school, or until a member gives notice of resignation.
* If a Parent partnership member acts in a way that is considered by other members to undermine the objectives of the Parent Partnership their membership of the Parent partnership shall be terminated if the majority of the parent/carer members agree. Termination of membership would be confirmed in writing to the member/s.

Terminated members have the right to appeal. Appeal should be notified within 14 days and the hearing should be heard within 28 days. An appeal would be heard by an independent group,

* In the event of a Parent Partnership member being absent from the Parent Partnership meetings on three consecutive occasions without an apology, their membership of the Parent Partnership will be terminated.

4. Officers

The Parent Partnership shall have the following officers (where possible)

* Chairperson
* Vice Chairperson
* Treasurer
* Secretary
* PARENT PARTNERSHIP Treasurer
* PARENT PARTNERSHIP Facilitator
* The officers of the Parent Partnership will be nominated and agreed to by the parents.
* attending the AGM. Where there is more than one candidate for a post a vote will take place amongst the parents/carers present.
* Unless an officer has resigned from their post and the subject meeting the criteria to be a member of the Parent partnership, they will hold the post until the close of the AGM. Officers may be re-elected for subsequent periods.
* The officers shall be responsible for ensuring that the Parent Partnership complies where possible with legislation affecting Parent Partnership’s, including holding all insurances required by law.

5. General Meetings

**The Annual General Meeting (AGM) shall be held when agreed each year. The notice calling for the meeting shall be sent to the Parent Forum***]* **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: -**

* the work of the Parent Partnership(often as reports from the Chair and the Treasurer) from the previous year.
* approval of the accounts
* appointment of an individual who will review the annual accounts (Can be done remotely signed and dated)
* any resolutions submitted by the Parent Forum
* election *(or appointment if you prefer something less formal)* of members to serve on the Parent Partnership.

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

At all **general meetings,** the quorum shall consist ofat least five members, no more than sixteen.

members. In the event of sixteen or more members, we will have a vote and others can be placed into a sub- group that can be discussed at a later date.

**The Parent Partnership shall have power to call an Extraordinary General Meeting, (EGM) at any time with a minimum of five members.**

6. Ordinary Meetings

**Meetings of the Parent Partnership shall be held as required. Meetings may take place virtually (e.g., online) and/or in person. (This must be agreed in advance with the Head Teacher). 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. Meeting invitations for virtual meetings will be available via the school website that can be accessed by all parents/carers.**

**At all meetings of the Parent partnership shall form a quorum.**

*A Quorum is only valid of all the Parent Partnership committee members have been informed of the meeting and sent notice of the items of business in advance.*

**All Parent Partnership ordinary meetings shall be open to members of the Parent Forum including parents/carers** **although they will not have voting rights.**

* The Parent Partnership will meet at least once during every school term. As above, sending reminders at least 2 weeks in advance.
* A minimum of five members of the Parent Partnership should be present to form a quorum.
* The head teacher or his/her representative, have both the right and duty to attend the Parent Partnership meetings.
* Should a vote be necessary to decide, each parent member at the meeting will have one vote, with the chairperson having the casting vote in the event of a tie.
* All meetings of the Parent Partnership must be open and accessible to all parents/carers to attend.

7. Finance and related matters

**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 a balance TWO weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum/PARENT PARTNERSHIP. The Treasurer should report on finances at every meeting or give an update to the chair.**

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

* The treasurer will hold an accurate record of all income and expenditure of the Parent partnership and will provide a summary of this for each Parent Partnership meeting and a full account for the AGM. An audit trail of income and expenditure must be available for audit purposes.
* The Parent Partnership may raise funds by any legal means, and may use these funds to conduct its functions at its discretion and in accordance with legislation, while in accordance with the objectives of the Parent Partnership
* The Parent Partnership will have no power to borrow money.
* The Parent Partnership treasurer will manage the Parent Partnership bank account, with two/three signatories from within the partnership required for all transactions.
* Parent Partnership accounts must be audited annually and approved by the Parent partnership at the AGM.

8. Subgroups

8.1 The Parent Partnership can be comprised of a core group and subgroup.The Fundraising group is a sub group of the Parent Partnership. The fundraising sub group is responsible for fundraising to support the life and work of the school and its pupils. The sub group must include at least two members of the Parent Partnership, to cover the roles of Treasurer and Parent Partnership Facilitator who will liaise with the core group about activites agreed. The sub group facilitator will be responsible for working with the sub group members to secure a decision on matters discussed by the sub group and will function as the focal point for any communications between the sub group and the parent partnership. The sub group will be able to make its own decisions in relation to the running of the subgroup, without approval from the core Parent Partnership. The sub group must, however, report on the activities at each Parent Partnership meeting and the AGM.

8.2 Other subgroups may be created to deal with matters that the Parent partnership considers important when they become involved. These subgroups may be permanent or time restricted depending on the nature of the matters they are dealing with. The Parent Partnership will determine their terms of reference, powers duration and composition. All proceedings of such subgroups will be reported to the Parent Partnership at each meeting.

8.3 Subgroups will set their own meeting schedules but should have at least one meeting per term; these should be agreed on in advance and keep information and agreements up to date with the school.

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.**

* Changes or additions to the constitution must be made at an AGM or EGM which has been called primarily or partly for this purpose.
* The proposed change shall be specified in the notice calling the meeting and be approved by no less than two thirds of those present.
* The Parent Partnership may change its constitution after obtaining consent from the majority of the representatives of the parent forum. Members of the parent forum will

be sent a copy of any proposed amendments and given reasonable time to respond to the proposed amendments.

10. Notices, Minutes, and Information

* The Parent Partnership shall, wherever possible, give notice of meetings through the school newsletter, or any other available platform.
* Copies of the minutes of all meetings will be available to all parents/carers and all staff at the school. Copies will be available from the appointed secretary of the Parent Partnership, from the school office if a paper copy is preferred, also should be available via the school website.

11. Dissolution

***In the event that the Parent partnership ceases to exist, any remaining funds pass to the school funds to support the pupils in future.***