

# CONSTITUTION

## GREENGAIRS PRIMARY SCHOOL PARENT PARTNERSHIP

1. This is the constitution for Greengairs Primary Parent Partnership hereinafter known as Parent Partnership
2. The objectives of the Parent Partnership are:
  - To work in partnership with the school/nursery, to create a welcoming school/nursery which is inclusive for parents
  - To promote partnership between the school/nursery, its pupils and all its parents.
  - To identify and represent the views of parents on the education provided by the school/ nursery and other matters affecting the education and welfare of the pupils
  - To fundraise for the benefit of the school/nursery
3. The Parent Partnership is accountable to the parent forum and will make a report to it at least once a year on its activities on behalf of all parents. To include a questionnaire to be issued to parent forum for evaluation and ideas.
4. Meetings can take place with a minimum of five parents or carer's of children attending the school. The upper limit will be fifteen. Quorum to be one third of membership. Sub-groups may be created as required from parent Forum members who volunteer their services to support Parent Partnership. E.g. fundraising.
5. The Parent Partnership may co-opt up to two members to assist it with carrying out its functions. The Partnership shall have the power to co-opt additional members as required.
6. Members of school/nursery have the right to be in attendance.
7. The Parent Partnership, including office bearers will be selected from volunteers for a period of two years at the AGM, after which they may put themselves forward for reselection if they wish, unless it is the final year of their child's attendance and they can be elected for 1 year. Any parent/carer of a child at the school can volunteer to be a member of the Parent Partnership. In the event that the number of volunteers exceeds the upper limit members will be selected by mutual consent of volunteers. Should a vote be necessary to make a decision, each elected member at the meeting will have one vote, with the chair having a casting vote in the event of a tie.
8. Members of Parent partnership must make apologies for absence. If member

does not put in apologies on two concurrent occasions, they will be seen to have resigned from Parent Partnership.

9. The Chair, Secretary and Treasurer of the Parent Partnership will be agreed by the members of Parent Forum, by election, if necessary, bi-annually.
10. The Parent Partnership will meet at least 4 times a year (once every term).
11. The Annual General Meeting will be held in August each year, when possible. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance including new parents whose children are starting school in August. The meeting will include:
  - A report on the work of the Parent Partnership and its committee
  - Selection of the new Parent Partnership committee
  - Treasurer's report for year.
  - Appointment of the auditor
  - Discussion of issues that members may wish to raise
12. 4 members of the Parent Partnership can request an additional meeting, through the chair. The Chair shall give members of the Parent Partnership one week's written notice of this meeting including date, time, place, and the matter or matters to be discussed.
13. If a minimum of 15 members of the Parent Forum request a general meeting to discuss issues falling within the Parent Partnership remit, the Partnership shall arrange this. The Parent Partnership shall give all members of the Forum at least 2 weeks' notice of the meeting including date, time and place and the matter of matters to be discussed.
14. Copies of the minutes of all meetings will be available in the school.
15. Meetings of Parent Partnership shall be open to the Parent Forum, unless the committee is discussing an issue, which is considered by the Chairperson to be confidential. In such discussions only members of the Parent Partnership and the Head Teacher, or their representative, or elected members can attend.
16. Treasurer will keep a record of all income and expenditure and will provide a summary of this for each meeting and a full account for the Annual General Meeting. The Parent Partnership accounts will be audited by the auditor appointed at the previous Annual General meeting.
17. The Parent Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Partnership.

18. Should the Parent Partnership cease to exist, any remaining funds will be passed to be used for the benefit of Greengairs Primary school.
19. The constitution shall be adopted annually at the Annual General Meeting. Any amendments must be proposed in writing 2 weeks to the Annual General Meeting.
20. PVG checks will be carried out for every member of the Parent Partnership. A satisfactory outcome, as determined by the office bearers of the Partnership, is required to be a member.
21. Greengairs Parent Partnership will comply with the Ex-Offenders policy, GDPR Act 2016 and the Child Protection Policy.
22. Members of Greengairs Primary Parent Partnership are required to adhere to policies as agreed by the Partnership.
23. In the event that meetings cannot take place face to face, meetings can be carried out using digital conferencing.