

Constitution for New Monkland Parental Partnership

1. This is the constitution for New Monkland Primary and Nursery Class Parental Partnership.
2. The aims of the Parental Partnership are:
 - To support the school and nursery in its work with pupils.
 - To represent the view of the parents.
 - To promote contact between the school, nursery, parents and the community.
3. The Parent Partnership will have a minimum of three parents of children attending the establishment. (school or nursery) and a maximum of _____.
4. The Head Teacher or his/her representative has a duty and right to attend each Parent Partnership meeting.
5. Any parents of a child at the establishment can volunteer to be a member of the Parent Partnership. All parents are welcome to attend Parent Partnership meetings.
6. Parent members will serve on the Parent Partnership for a period of one year after which they may put themselves forward for re-selection if they wish.
7. The office bearers will be selected by the Parent Partnership immediately following its formation and then be re-selected by the Parent Partnership on an annual basis. The Parent Partnership will be chaired by a parent of a child attending the school/nursery.
8. The Parent Partnership will make a report to the Parent Forum, (all parents in the school and nursery), at least once each year on its activities on behalf of all the parents.
9. The Parent Partnership will arrange a special general meeting if there is a request from 10% of the Parent Forum. This request must be made in writing to the Chair of the Parent Partnership. The Parent Partnership will give at least two weeks notice of the meeting to all members of the Parent Forum and, at the same time, circulate details of the matter, or matters, to be discussed at the meeting.
10. The Annual Meeting will be held in the October of each year. Details of the meeting will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include.
 - A report on the work of the Parent Partnership and its sub-groups.
 - Selection of new members of the Parent Partnership.
 - A discussion of issues that members of the Parent Forum may wish to raise.
 - Approval of the accounts.
 - Report from the Head Teacher.

11. The Parent Partnership will generally meet monthly during the school year up to a maximum of eight meetings.
12. A minimum of two elected parent members must be present at all meetings.
13. Office Bearers must attend a minimum of four meetings, or their position will be offered to another member of the Parent Partnership.
14. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
15. If a member of the Parent Partnership acts in a way considered by the majority of other parent members to undermine the aims of the Parent Partnership, the member will be asked to leave the Parent Partnership. This will be confirmed in writing to the member.
16. Meetings of the Parent Partnership are open to the public, unless an issue is being discussed which the Parent Partnership considers should be dealt with in confidence. In this case, only members of the Parent Partnership and the Head Teacher, or his/her representative, can attend.
17. Following the approval, minutes of all meetings will be available to all teachers and parents of children in the establishment.
18. For the purposes of continuity, two accounts that are already set up will continue to be open. If required, the Treasurer may open a bank or building society account in the name of the Parent Partnership funds. Withdrawals will require the signature of the Treasurer and one other Parent Partnership member.
19. The Treasurer will keep a record of all income and expenditure and will provide a summary of this for each Parent Partnership meeting. The Parent Partnership shall be responsible for ensuring that any money is used in accordance with the objectives of the Parent Partnership.
20. The constitution of the New Monkland Parent Partnership may be changed by the Parent Partnership. Members of the Parent Forum will be sent a copy of any proposed changes and be given two weeks to respond to the proposal.
21. Should the Parent Partnership cease to exist, any remaining funds will be passed on to the Head Teacher of New Monkland Primary and Nursery to be used for the benefit of the school and nursery.

Revised: