

New Monkland Primary School Parent Partnership Constitution

AIMS

The Aims of the parent partnership are:

- a) to promote close co-operation and communication between parents, school staff and pupils
- b) to create a welcoming environment which is inclusive to all parents.
- c) to promote equality and fairness
- d) to identify, study and discuss matters of mutual interest relating to the education and welfare of pupils whilst representing the views of parents
- e) to engage in activities which support and advance the education and welfare of pupils attending the school

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 Parent Forum.

NUMBER OF MEMBERS

The membership consists of minimum of 3 parents/carers of children attending New Monkland Primary School as selected by the Parent Forum. The maximum size is 20.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in August each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include: -

- a) A report of the work of the Parent Partnership and its committees
- b) approval of the accounts
- c) any resolutions submitted by the Parent Forum
- d) election of members to serve on the Parent Partnership

At all general meetings, should a vote be necessary to make a decision, each parent partnership member will have one vote (parents from the same household also keep one vote each) and resolution shall be passed by a simple majority vote of those members present. The Chairperson shall have both a deliberative and casting vote – one vote as a PP member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

At all general meetings the quorum shall consist of (3). The quorum is made up of the parent forum not just the parent partnership members.

The Parent Partnership will meet a minimum of 3 times in every school session

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 Forum.

The Parent Partnership or 20 of the Parent Forum shall have power to call an Extraordinary General Meeting. The parent partnership will then facilitate this request, and all members will be given at least 2 weeks' notice of date, time and place of the meeting.

PARENT PARTNERSHIP MEMBERSHIP

Members of the Parent Partnership committee shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election up to a maximum of 3 consecutive years. 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.

In the event of an office bearer standing down an extraordinary meeting will be called to address a replacement for the role. In cases where a Vice role is in place (e.g. Vice Chairperson) the Vice will step in to the role in the interim to keep up with the continuation of PP responsibilities

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Partnership and will do so in an advisory capacity but will not have voting rights, they will provide an update from the School and NL education.

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 Forum.

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.

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 to the Parent Partnership shall be terminated if the majority of parents agree. Termination of membership would be confirmed in writing to the member.

If a member of the committee fails to attend 2 consecutive meetings without reason or apologies they will be deemed to have stepped down from their position. If a member of the committee acts in a way that is considered by other members to undermine the objectives of the Parent Partnership, their membership to the Parent Partnership shall be terminated if the majority of parents agree. Termination of membership would be confirmed in writing to the member. In these situations, the vice to the position (if available/applicable) will step in to cover normal duties until an extraordinary meeting can be held to vote in a replacement

MEETINGS

Additional meetings of the Parent Partnership shall be held as required. At all meetings of the Parent Partnership 3 shall form a quorum.

All Parent Partnership meetings shall be open, and any member of the Parent Forum may attend, unless the Parent Partnership is discussing an issue which it considers should be dealt with on a

confidential basis. In such situations only members of the PP and the head teacher or their representative may attend. Non-member of the PP will not have voting rights.

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 for all PP funds. Cheques drawn or withdrawals made will require the signature of the treasurer and one other member of the PP.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Partnership. They will provide a summary of the income and expenditure at each PP meeting, and the books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual out with the PP.

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

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 those present. Members of the forum will be sent a copy of any proposed amendments and given two weeks to respond to the proposal.

DISSOLUTION

If the Parent Partnership ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.