

# **St Elizabeth's Community Partnership**

## **The Constitution**

The Parent Council formed in St. Elizabeth's Primary shall be known as St. Elizabeth's Community Partnership.

### **The aims of St. Elizabeth's Community Partnership are:**

1. To support the school in its work with pupils.
2. To represent the views of parents.
3. To promote contact between the school, parents, pupils, providers of nursery education, local community and church.
4. To report to the Parent Forum.

### **The Objectives**

1. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
2. To provide partnership between the school, its pupils, all its parents and the church.
3. To develop and engage in activities which support the education and welfare of the pupils.
4. To identify and represent the views of parents on the education provided by St. Elizabeth's and other matters affecting the education and welfare of the pupils.

### **The Membership**

The membership will be a minimum of five parents, carer and guardians of children attending St. Elizabeth's. The maximum size is 80

The Head teacher of St. Elizabeth's has a right and a duty to attend meetings of St. Elizabeth's Community Partnership, or to be represented.

As St. Elizabeth's is a denominational school the church will be invited to nominate a representative to be co-opted onto the St. Elizabeth's Community Partnership.

### **Selection of Membership**

- The selection process will take place yearly.
- The method of selection will be self nomination using the appropriate nomination form.
- A ballot will take place if the number of volunteers exceeds the number of places available.
- If the parent numbers decrease over the year the membership will decide to appoint other parents who have expressed an interest in getting involved or if a ballot for membership was needed, those parents who were unsuccessful in the ballot should be appointed.

## **Co-opted Members**

St. Elizabeth's Community Partnership may co-opt members as required. These may include teaching staff from both the school and the nursery, support staff, pupils from the school and members from the community.

The number of parent members on St. Elizabeth's Community Partnership must always be greater than the co-opted members.

## **Office Bearers**

Office bearers will be elected by the members of St. Elizabeth's Community Partnership on an annual basis (at the annual meeting).

The office bearers will include:

Chair

Vice chair

Treasurer

Minute Secretary

PR Secretary

## **Meetings**

The annual meeting will be held in September of each year. A notice of the meeting including the date, time and place 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 St. Elizabeth's Community Partnership and its committee(s).
- Selection of the new St. Elizabeth's Community Partnership.
- Discussion of issues that members of St. Elizabeth's Community Partnership may wish to raise.
- Approval of the account appointment of the auditors.

**General meetings** will meet at least once in every school term

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.

Any ten parent members of St. Elizabeth's Community partnership can request that an additional meeting be held, and all members will be given at least one weeks notice of date, time and place of the meeting.

If a member acts in a way that is considered by other members to undermine the objectives of St. Elizabeth's partnership, their membership shall be terminated if the majority of members agree. Termination of membership would be confirmed in writing to the member.

## **Notice of Meetings**

Copies of the minutes of all meetings will be available to parents of all children at St. Elizabeth's School and to all staff at the school. Copies will be available from the secretary of St. Elizabeth's Community partnership and from the School office.

## **Confidentiality**

Meeting of St. Elizabeth's Community Partnership shall be open to the public, unless the members are discussing an issue which they consider should be dealt with on a confidential basis. In such circumstances, only members and the Head Teacher, or his or her representative can be present.

## **Finance**

The Treasurer will open a bank or building society account in the name of St. Elizabeth's Community Partnership for all funds. Withdrawals will require the signature of the treasurer and one other member.

The treasurer will keep an accurate account of all expenditure, and will provide a summary of this for each meeting and a full account for the Annual meeting. St. Elizabeth's Community Partnership accounts will be audited by the auditors appointed at the previous Annual Meeting.

St. Elizabeth's Community Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of the partnership.

## **Changing the Constitution**

St. Elizabeth's Community Partnership may change the Constitution after obtaining consent from members of the Partnership. Members of St. Elizabeth's Community Partnership will be sent a copy of any proposed amendments and given a reasonable time to respond to the proposals.

## **Dissolution of St. Elizabeth's Community Partnership**

If St. Elizabeth's Community Partnership ceases to exist, the Act requires that any funds unused at the time of cessation be used for the benefit of the school.