



# Parent Partners Constitution

This is the constitution for **Pumpherston and Uphall Station Community Primary School Parent Partners**.

## OBJECTIVES

The objectives of the Parent Partners are:

- To promote partnership between the school, its pupils and all its parents and carers
- To develop and engage in activities which support the school in the education and welfare of the pupils
- To identify and represent the views of parents and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To develop ideas for fundraising activities, organising and running these events with the help of the management team. All monies raised at these events goes back into the school funds, supporting the children for instance, by subsidising school trips, the P7 prom and in a variety of other ways.

## MEMBERSHIP

The membership will be a minimum of 3 parents or carers of children attending the nursery or school. There is no upper limit.

Any parents of a child at the nursery or school can volunteer to be a member of the Parent Partners.

Parents can concentrate on the projects they wish to be involved with, e.g parent council type business or fundraising.

The Parent Partners members will be appointed at an inaugural meeting and then appointed/re-appointed each year at the Annual General Meeting. The term of service is 1 year however members may continue to volunteer at the AGM as long as they have a child in the school.

Should there be a shortfall in the make-up of the Parent Partners group those who have volunteered will automatically form the group and will seek to make-up the shortfall by approaching parents from, for example under represented year groups.

The Chair and Secretary/Clerk of the Council will be agreed by the Parent Council members at its first meeting and re/appointed at each AGM.

#### TERMINATION OF PARENT PARTNERS MEMBERSHIP

If a Parent Partners member acts in a way that is considered by other members to undermine the objectives of the Parent Partners group, their membership of the Parent Partners shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

#### ACCOUNTABILITY

The Parent Partners group is accountable to the Parent Forum for PUSCPS and will make a report to it at least once each year on its activities on behalf of all the parents.

#### MEETINGS

The Parent Partners group will meet at least once in every school term. This may be a parent council type meeting or a fundraising meeting. Should a vote be necessary to make a decision, each parent member at the meeting will have 1 vote, with the Chair having a casting vote in the event of a tie.

To ensure as inclusive a group as possible, any member of the Parent Forum will be welcome to attend a meeting and to participate in the meeting as though they were a full regularly attending member of the group.

For a meeting of the Parent Partners to be valid a quorum of no less than 3 full regularly attending members will be required.

Any 2 members of the Parent Partners can request that an additional meeting be held. Should the Chair agree to the request all members of the Parent Partners will be given at least 1 week's

notice of date, time and place of the meeting.

If 10 members of the Parent Forum request a special general meeting to discuss issues falling within the Parent Partner Group's remit, the Parent Partners shall arrange this. The Parent Partners shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

The Annual General Meeting will be held in June of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

- a report on the work of the Parent Partners Group and its committee(s)
- selection of the new Parent Partners Group
- discussion of issues that members of the Forum may wish to raise

Meetings of the Parent Partners Group shall be open to the public. If the group is discussing an issue which it considers to be confidential only members of the Parent Council and the Head Teacher, or his or her representative, can attend. Others present including members of the Parent Forum may be asked to leave the meeting.

### MINUTES

Copies of the minutes of all meetings will be available to all parents and carers of children at PUSCPS and to all teachers at the school. Copies will be available from the Secretary/Clerk of the Parent Partners group and from the school office.

### CHANGES TO THE CONSTITUTION

The Parent Partners group may change its constitution at an AGM after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.