



## The Constitution for Roseburn School Parent Partnership

1. This is the constitution for Roseburn School Parent Partnership - the parent council for Roseburn Primary School.
2. The objectives of the Partnership are:
  - To promote partnership between the school, its pupils and all its parents
  - To develop and engage in activities which support the education and welfare of the pupils
  - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. Membership of the Partnership will be as follows:
  - One named parent representative per school class and one representing the nursery. They shall be a parent of a child in the class they are representing.
  - One representative from the Parent Teacher Association (PTA).
  - Three co-opted members from the local community.
  - The Head Teacher and another member of the school staff.
4. Any parent member can ask another parent from the class they represent to attend a Partnership meeting in their place.
5. The process for selection of members will comprise of a letter to be sent by mail to every parent, at the start of the school year in August, asking for volunteers. If there is more than one willing volunteer in a class, then all volunteers in that class will have to decide between themselves who will be the named representative. If the volunteers can not agree to put forward one named representative, then more than one person can attend a meeting but there will only be one vote for that class. Multiple representatives would have to agree on how to cast the class vote or forego voting.
6. The Partnership will have a standing sub-committee called "The Parent Teacher Association" (PTA) which will be separately constituted. This sub-committee will be responsible for organizing fund-raising and social events for the school and parents.
7. The Partnership will appoint a Chair, Secretary and Treasurer.
8. The Chair will be a parent member and will run the Partnership meetings. The Chair will be responsible for drawing up the agenda for each meeting after consultation with the other members. The agenda will be available 1 week before each meeting. If the Chair is unable to attend a meeting they can ask another parent member to take their place for that meeting.
9. The Secretary will be a member of the Partnership and will be responsible for record keeping on behalf of the Partnership.

10. The Treasurer need not be a member of the Partnership but must agree to report to a Partnership meeting if requested. The Treasurer will open a bank account for the council, which will be separate from the PTA account. Signatories will be the Chair, Treasurer and Head Teacher. The Treasurer will keep an accurate record of all income and expenditure, and will provide a full account for the annual parent forum meeting.
11. The Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of the Partnership and will ensure the accounts are audited regularly, preferably on an annual basis.
12. Action minutes will be taken at every meeting by a note taker who will be appointed at the start of each meeting. It is expected that the members will take turns to be note taker. The Secretary will be responsible for maintaining a file of all the minutes in the school.
13. There will be a minimum of 5 Partnership meetings per academic year. The first will take place before the end of September, when the dates for the other meetings will be set. There will be at least one meeting per term.
14. The Partnership will be selected for a period of one year. Previous members may volunteer again provided they still have a child in the class they wish to represent. The Chair will be an exception and will continue in post from one academic year to the next to provide continuity. The Chair will be selected each year at the first meeting after the Christmas holidays.
15. The Partnership is accountable to the Parent Forum for Roseburn Primary School and will make regular reports using newsletters and posts on the school web-site and notice-boards. The Partnership will also hold at least one parent forum meeting each year to report back and plan activities.
16. Should a vote be necessary to make a decision, each member at the meeting will have one vote. If a vote is split on any issue (i.e. the same number of votes are cast for and against) then the issue will be voted upon again at the next meeting. It will be expected that the class representatives will seek the opinions of the parents of their class in the mean time. If there is time pressure on the decision then an extra Partnership meeting will have to be convened before the decision deadline.
17. The Quorum of a Partnership meeting will be 60% of the membership.
18. If a Partnership member acts in a way that is considered by other members to undermine the objectives of the Partnership or is deemed to have misrepresented the Partnership they shall be given an opportunity to explain their conduct at a Partnership meeting. Their membership of the Partnership will be terminated if agreed to by a majority vote of other members. That person will no longer be eligible to stand for membership of the Partnership for a further two years.
19. Any 2 members of the Partnership can request that an additional meeting be held, and all members will be given at least two week's notice of date, time and place of the meeting.
20. Meetings of the Partnership shall be open to the public, unless the Partnership is discussing an issue which it considers to be confidential. In such discussions, only members of the Partnership can attend.

21. The Partnership has a duty to arrange a parent forum meeting to discuss an issue if requested by 20 members of the parent forum. All parents will be given at least two week's notice of the date, time and place of the meeting.
22. The Partnership may change its constitution after ratification by a vote held at a parent forum meeting. A parent forum meeting will be held to discuss the change. Two weeks notice of the parent forum meeting will be sent to parents along with details of the proposed change. Each member of the council has a duty to promote this communication with all parents before the meeting. Provision must be made for parents who are unable to attend the meeting to vote on the proposal.
23. Should the Partnership cease to exist, any remaining funds will be passed to the PTA (where this continues) to be used for the benefit of the school. If the Partnership ceases due to closure of the school then the Partnership will select a children's charity to which it will donate any remaining funds.

This constitution was approved by a vote of the Roseburn School Parent Forum on Thursday 7<sup>th</sup> June 2007.