

## **Constitution for Loretto Parent Partnership**

1. This is the constitution for Loretto Parent Partnership

### **Aims and Objectives**

2. The aims of Loretto Parent Partnership are:
  - To work in partnership with the school
  - To promote partnership between the school, pupils, parents/carers and our local community
  - To promote the school's welcoming ethos among all
  - To develop and engage in activities which support the education and welfare of pupils
  - To promote and encourage the participation of parents/carers in these activities
  - To identify and represent the views of parents on the education provided by the school and other matters affecting the welfare of pupils
  - To participate in the appointment procedures for Head Teacher and Depute Head Teacher appointments

### **Membership**

3. Parent members of Loretto Parent Partnership must have a child attending the school.
4. The membership will be a minimum of 9 parents of children attending the school. The maximum size is 15, of which at least half should be parents of children attending the school.
5. Parent membership of the Loretto Parent Partnership will be selected for a period of 1 year, after which they may put themselves forward for re-selection if they wish.
6. The Loretto Parent Partnership will preferably be made up of one representative and one depute representative from each year group who will be selected by the Parents' Council.
7. In the event that the number of volunteers is greater than the number of places as stated in the constitution, members of the Loretto Parent Partnership will be selected by drawing names out of a hat.
8. Anyone not selected to the Loretto Parent Partnership may be offered the opportunity to be part of a sub-group set up by the Loretto Parent Partnership.
9. The Loretto Parent Partnership may co-opt up to 6 members to assist with carrying out its functions. A minimum of 9 members of the Loretto Parent Partnership will be members of the Parent Forum and 6 of the membership will be reserved for co-opted members.
10. Co-opted members may include representation from teaching and support staff at the school, local councillors, pupils, community leaders and one must be a member of the church or denominational body in whose interest the school is conducted.
11. Co-opted members will serve for a period of 1 year, after which time Loretto Parent Partnership will review and consider requirements for co-opted membership.
12. If the Loretto Parent Partnership chooses to set up sub groups, each sub group should involve a member of the Loretto Parent Partnership. Other members of the Parent Forum and the school community may be co-opted onto sub groups. Sub groups will last as long as required

to carry out their tasks. Membership should be reviewed annually. The members of sub groups who are also members of the Parent Council will be responsible for liaising with the Loretto Parent Partnership.

### **Termination of Membership**

13. Should a member of Loretto Parent Partnership act in a way that is considered by other members of the Loretto Parent Partnership, to undermine its objectives, their membership of the Loretto Parent Partnership shall be terminated if the majority of the parent members agree. Termination of membership would be confirmed in writing to the member within ten working days of the decision being taken.

### **Office Bearers**

14. The Chair and other office bearers, (Vice-chair, Treasurer) of the Loretto Parent Partnership will be agreed by the members of the Loretto Parent Partnership immediately following its formation. Office bearers will be re-selected by the Loretto Parent Partnership on an annual basis.

15. The Chair of the Loretto Parent Partnership will be a parent of a child attending Loretto RC Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting of the Loretto Parent Partnership.

16. The Loretto Parent Partnership is accountable to the Parent Forum of Loretto RC Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.

17. The Loretto Parent Partnership will appoint a person to be Clerk and who may, unless s/he is a member of the Loretto Parent Partnership be paid for his/her services.

### **Meetings**

18. If 55% of the members of the Parent Forum request a special general meeting to discuss issues within the Loretto Parent Partnership remit the Loretto Parent Partnership shall arrange this. They will give notice of the meeting to members of the Parent Forum at least two weeks in advance of the meeting and, at the same time, circulate notice of the matter or matters to be discussed at the meeting.

19. Copies of minutes of all meetings will be available to all parents of children at Loretto RC Primary School and to all members of staff at the school. Copies will be available from the Clerk to the Loretto Parent Partnership and from the school office.

20. Meetings of the Loretto Parent Partnership shall be open to the public, unless the Loretto Parent Partnership is discussing an issue, which it considers should be dealt with on a confidential basis. In such circumstances, only members of Loretto Parent Partnership, the head teacher or their representative, and anyone specifically invited to the meeting such as the Director of Education and Children's Services, or his representative, can attend.

### **Quorum**

21. The quorum of Loretto Parent Partnership shall not be less than 6 of its members and proceedings shall not be invalidated by any vacancy in the membership.

### **Annual General Meeting**

22. The annual general meeting will be held in September of each year. Notice of the meeting

including date, time and place, will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will consider:

- a. A report on the work of the Loretto Parent Partnership and its sub groups.
- b. Selection of the Loretto Parent Partnership.
- c. Discussion of issues that members of the Parent Forum may wish to raise.
- d. Approval of accounts and appointment of auditor.

23. The Loretto Parent Partnership will arrange to meet within the following months: August-October, October-December, January - February, February – April, April – June.

### **Voting**

24. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

25. Any two members of the Loretto Parent Partnership can request that an additional meeting be held, and all members of the Loretto Parent Partnership will be given at least two week's notice of the date, time and place of the meeting.

### **Finance**

26. The Treasurer will open a bank or building society account in the name of Loretto Parent Partnership for all Loretto Parent Partnership funds. Withdrawals will require the signature of the Treasurer and at least one other member.

27. The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Loretto Parent Partnership meeting and a full account for the Annual Meeting.

28. The Loretto Parent Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of the Loretto Parent Partnership.

### **Amendments**

29. The Loretto Parent Partnership may alter its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of the proposed amendment and given reasonable time to respond to the proposal.

30. Copies of the amended constitution will be lodged with the Authority and Head Teacher.

### **Dissolution**

31. Should the Loretto Parent Partnership cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school. If the school is amalgamating, the funds will be passed to the school or schools, which pupils will attend.