



Kinnaird Primary Partnership Constitution

This is the Constitution for Kinnaird Primary Partnership as provided for in the Scottish Schools (Parental Involvement) Act 2006

Definitions

- a) *In this document the term "Parent" applies to parents, guardians and carers with parental rights and responsibilities.*
- b) *Parent Forum – all parents of children attending Kinnaird Primary School.*
- c) *Kinnaird Primary Partnership – a group of self-selecting parents who represent all the parents of Kinnaird Primary School.*

1. AIMS AND OBJECTIVES

- To work in partnership with the school to create a welcoming school environment which is inclusive for all pupils and parents.
- To promote collaborative working between parents, families, local community, and the school.
- Develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
- To identify and represent the views of all parents on the education provided by the school and other matters affecting the education and well-being of the pupils.
- To fundraise for the benefit of the school and its pupils.

2. MEMBERSHIP

- 30 parents from the Parent Forum are welcome to form the Kinnaird Primary Partnership.
- Parents shall always form the majority of Kinnaird Primary Partnership, with a minimum of 5 parents of children attending required.
- Any parent of a child at the school can volunteer to be a member of Kinnaird Primary Partnership and all parents can take part in Kinnaird Primary Partnership by attending meetings or helping with events, fundraising, with the AGM in May/June. This will be co-ordinated by the current Kinnaird Primary Partnership.
- In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by ballot (names will be picked out of a hat). Parent volunteers will be asked to come forward at the Annual Meeting each year or they may volunteer to join at any time to fill existing parent vacancies.
- Kinnaird Primary Partnership may invite additional people including people from the local community who have an interest in supporting the school to assist it in carrying out its functions.
- Kinnaird Primary Partnership may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks.

3. CO-OPTED MEMBERS

- Kinnaird Primary Partnership may co-opt up to 5 additional persons to help carry out its functions.
- At least two-thirds of Kinnaird Primary Partnership will be made up of Parent Forum members and one-third of the membership may be formed of other co-opted members including teaching and support staff in the school.
- Co-opted members can be drawn from school staff on a voluntary basis and the wider community. The co-opted members will serve for one year after which time Kinnaird Primary Partnership will review and consider requirements for co-opted membership.
- Co-opted member(s) will not have voting rights in Kinnaird Primary Partnership.
- A standing invitation to attend Parent Council meetings will be sent to the relevant local councillor(s).

4. OFFICE BEARERS

- Office bearers will be elected by members of Kinnaird Primary Partnership and may include: Chair, Vice Chair, Treasurer, Secretary and such others as may be deemed necessary. Roles can be shared.
- Kinnaird Primary Partnership will be chaired by a Parent of a child attending Kinnaird Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
- Office bearers will be elected by being proposed and seconded by other members, with any objections will also be sought by the Kinnaird Primary Partnership either at the AGM or the first meeting after the AGM. Office bearers will serve for a maximum of three years in one post. In the event of a tie either lots will be drawn, or names drawn from a hat.
- Each office bearer shall be a Parent of a child attending Kinnaird Primary School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be elected at the next Kinnaird Primary Partnership meeting.

5. TREASURER

- The Treasurer will be responsible for opening a bank or building society account. Withdrawals will require the signature of the Treasurer and one other office bearer.
- The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Kinnaird Primary Partnership meeting and a full account for the AGM. The Kinnaird Primary Partnership accounts will be split into two accounts: main account for general purposes which will be audited and a second account for fundraising. The second account does not need to be audited for council purposes as is purely for fundraising activities.
- Kinnaird Primary Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of Kinnaird Primary Partnership.
- Should Kinnaird Primary Partnership cease to exist, any remaining funds will be used for the benefit of Kinnaird Primary School.

6. TERMINATION OF MEMBERSHIP

- If a member of Kinnaird Primary Partnership acts in a way that is considered by fifty percent of Kinnaird Primary Partnership members to undermine the objectives of Kinnaird Primary Partnership, their position as a member of Kinnaird Primary Partnership may be terminated after an EGM. Only Kinnaird Primary Partnership members will be eligible to vote on such.
- Termination of office shall be confirmed in writing to the member.

7. MEETINGS

- Kinnaird Primary Partnership will meet at least once in every school term (4 time per year).
- The notice for meetings will be posted in the school newsletter, school website and on social media. Meetings shall be open to the public, unless the meeting is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only the members and the Headteacher, or his or her representative, can attend.
- Any member of the Parent Forum may attend meetings of Kinnaird Primary Partnership.
- The Headteacher has a right and a duty to attend meetings or be represented by another member of staff. The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by Kinnaird Primary Partnership.
- Any two members of Kinnaird Primary Partnership can request that an additional meeting be held, all members of Kinnaird Primary Partnership/Parent Forum will be given reasonable notice of date, time and place of meeting.
- Agendas will be available for every meeting and will be created in consultation with members of Kinnaird Primary Partnership and the Headteacher. Items for the agenda should be submitted to the Chair before the meeting. The Chair will have the final say on whether items are included or deferred until the next meeting.
- The Clerk shall be responsible for taking accurate minutes of all meetings.

- Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- Copies of the minutes of all meetings will be available to all parents of children at Kinnaird Primary School and to all staff at the school. Copies will be displayed in the school, on the school website and parents / staff can request a copy from the school office. A copy of the agreed minutes will be sent to Falkirk Council Education Services.

8. ANNUAL GENERAL MEETING (AGM)

- The AGM will be held annually in May/June to allow engagement with new Parent Forum members. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum.
- The meeting will include:
 - a) A report on the work of Kinnaird Primary Partnership.
 - b) A report on the accounts.
 - c) Selection of any new members and office bearers if required.
 - d) Discussion of issues that members of Kinnaird Primary Partnership may wish to raise as intimated in the notice of the meeting.
 - e) Approval of the accounts and appointment of the auditor, if required.

9. EGM

- An **Extraordinary General Meeting (EGM)** is usually called on short notice and deals with an urgent matter.
- An extraordinary general meeting can be called by a Kinnaird Primary Partnership member (if approved by the majority of voting Kinnaird Primary Partnership members.)

10. CONFIDENTIALITY

- The work of Kinnaird Primary Partnership will be open and transparent. Should there be occasions where matters of a confidential nature require to be discussed it is acceptable that part of the meeting will be closed to the Parent Forum.
- Matters relating to issues of a confidential nature will not be recorded in an 'open' minute.
- Data held as part of Kinnaird Primary Partnership's work should be held under appropriate GDPR (EU) 2016/679 guidance
- Matters relating to individual teachers, children, parents and school issues will NOT be the subject of discussion at Kinnaird Primary Partnership meetings.

11. CONSTITUTION

- The constitution may be changed after discussion at a Kinnaird Primary Partnership meeting and obtaining consent from two-thirds of the members of Kinnaird Primary Partnership present at a meeting.
- The Parent Forum will then be sent a copy of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

12. DISSOLUTION

- In the event that the Parent Council ceases to exist any remaining funds should be returned to the education authority to be distributed for the benefit of the children at the school.