PENICUIK HIGH SCHOOL PARENT PARTNERSHIP CONSTITUTION

(Written with the support of CONNECT publications 2022 – supporting partnership in Education)

**1. Name**

The Parent/Carer Partnership shall be known as the Penicuik High School Parent/Carer Partnership

**2. Aims**

a) Promoting close co-operation and communication between parents and school staff

b) Promoting equality and fairness

c) The study and discussion of matters of mutual interest relating to the education and welfare of pupils

d) Engaging in activities which support and advance the education of pupils attending the school

**3 Powers**

The Parent/Carer Partnership shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the parents/carers of pupils at the school.

**4, Membership**

The membership of the Parent/Carer Partnership consists of parents/carers of children attending Penicuik High School.

**5, General Meetings**

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the parents and carers at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:-

a) the work of the Parent Partnership often as reports from the Chair and the Treasurer

b) approval of the accounts

c) appointment of an individual who will review the annual accounts

d) any resolutions submitted by the parents/carers

e) Appointment of members to serve on the Parent/Carer Partnership

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting.

The Parent/Carer Partnership or FIVE parents/carer shall have power to call an Extraordinary General Meeting.

**6. Parent/Carer Partnership Membership**

Office Bearers of the Parent/Carer Partnership shall be appointed at the AGM.

They shall be elected for a one year term and be eligible for re-selection.

The Office Bearers will be Chairperson and Treasurer, and such others as may be required.

The Headteacher or their representative has a right and a duty to attend meetings of the Parent Partnership.

The Headteacher attends meetings in an advisory capacity and does not have voting rights. If the Headteacher is unable to attend they may send a representative.

The meeting can still go ahead if neither the Headteacher nor a representative can attend.

Each parent/carer member of the Parent/Carer Partnership shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote – one vote as a member of the Parent/Carer Partnership and one vote as Chair.

The Chairperson's casting vote shall be used only in the event of a tie.

The Clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the parents/carers. The minutes will also be sent to the school.

**7. Ordinary Meetings**

Meetings of the Parent/Carer Partnership shall be held as required. Meetings may take place virtually (eg online) and/or in person. Meeting reminders shall be sent 2 weeks prior with a call for agenda items. The agenda shall be made available one week before the meeting.

All Parent/Carer Partnership ordinary meetings shall be open to parents/carers at the school.

**8. Finance**

The funds of the Parent/Carer Partnership shall be lodged in a bank, building society or other account in the name of the Penicuik High School Parents Association. Cheques shall be drawn, internet banking payments or withdrawals made with the authorisation of at least two authorised signatories.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent/Carer Partnership. The books shall be brought to balance as at 31 July and the accounts shall be reviewed by an individual appointed at the previous AGM by the parents/carers. The Treasurer should report on finances at every meeting.

The Parent/Carer Partnership shall be responsible for ensuring that all property/money received by/for the Parent/Carer Partnership shall be applied for the aims of the Parent/Carer Partnership which include supporting and advancing the education of the pupils

**9. Changes to the Constitution**

Changes or additions must be made at an AGM, or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of all parents/carers present.

**10. Dissolution**

In the event that the Penicuik High School Parent/Carer Partnership ceases to exist, any remaining funds will be disbursed to either a similar organisation or to the school. This will be agreed before dissolution.