**KING’S PARK SECONDARY SCHOOL PARENT PARTNERSHIP**

**CONSTITUTION October 2022**

**AIMS**

* To advocate on behalf of pupils and parents/carers at King’s Park Secondary School
* To promote the partnership with the Headteacher and school and maintain good working links with the school, parents, and wider community
* To provide funding for appropriate schemes and to engage in activities that support the school and its pupils
* The purpose of KPSSPP is to represent the views of the wider parent forum and cannot advocate on behalf of individuals.
* The responsibility of the Parent Partnership is to gather and represent the views of parents to the Headteacher, Local authority and HM inspectorate of Education.

**NUMBER OF MEMBERS**

* The membership consists of active Parent Partnership members who are available to regularly attend meetings. Members will be required to have at least one child attending King’s Park Secondary.
* KPSSPP core group will consist of a minimum of 5 members and a maximum of 12 members. There is a quorum required for each meeting of 5 parents. Views of all members will be considered, with the Chairperson having the casting vote.
* KPSSPP may create subgroups to deal with subjects that it considers important. The subgroups may be permanent or time restricted as required.
* All subgroups will report to the Parent Partnership meetings on their activities. The subgroup will have 2 members of KPSSPP and will be able to co-opt at least one member of the Parent Forum with the approval of KPSSPP.

**KING’S PARK SECONDARY SCHOOL PARENT PARTNERSHIP MEMBERSHIP**

* Members of the KPSSPP shall be appointed through volunteer recruitment when there is a vacancy to be filled. KPSSPP Chairperson shall go through a recruitment process with all volunteers, discussing why they want to join KPSSPP, what experience they have and their commitment to the aims of the group.
* The Office-Bearers will be Chairperson, Vice-Chairperson, Treasurer, Clerk, and such others as may be required. A replacement can be appointed if an office-bearer leaves the group or wishes to stand down.
* Office bearers will be selected for a period of two years at which point nominations will be asked for election or re-election.
* Nominations must be emailed to the Chairperson no later than 2 weeks before voting is scheduled. KPSSPP members who do not hold an office bearer position will be reviewed on an annual basis depending on attendance and conduct. KPSSPP will vote on continued membership conducted at the Annual General Meeting.
* KPSS may co-opt 4 additional members to assist with its functions. These co-opted members will serve for one year. These members may be drawn from the following:
* Teaching / support staff/youth worker.
* Members of the wider community with specific expertise to support the work of KPSSPP.
* The Headteacher has a right and duty to attend meetings of KPSSPP or to be represented.
* The Cairperson, Vice-Chairperson, Clerk and Treasurer will be elected annually, all offices should be filled by a parent in the first instance, but other KPSS members could be elected if this was not possible,
* Each member of KPSSPP 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 PC member and one vote as Chairperson. The Chairperson's casting vote shall be used only in the event of a tie.

**CONDUCT – see code of conduct policy**

* If a KPSSPP member acts in a way that is considered by other members to undermine the objectives of the group, their membership shall be terminated if the majority of the members agree. Termination of membership would be confirmed by email to the member including the reason/s for termination.
* As a KPSSPP member, you must commit to attending regular meetings. If you cannot attend a meeting you must put apologies into the Chairperson and give a valid reason for your absence.
* A member of the KPSSPP failing to keep a 70% attendance atmeetings will receive a notification from the Chairperson. If attendance falls below 70%, the KPSSPP member may be asked to step down from the group for non-attendance.
* You must be a proactive contributor to meetings and respond to any group correspondence where appropriate. If there is a consistent lack of participation, a notification will be issued by email by the Chairperson. If contribution does not improve within 3 months, you may be asked to step down from the group for not fulfilling the aims of the group.
* Any member acting on behalf of KPSSPP at any meetings or in any correspondence must give advance notice of this to the KPSSPPChairperson and check that the aim of the activity aligns with KPSSPP aims.
* Any projects or pieces of work a member is working on should always be documented to easily share the information with the KPSSPPChairperson. This will ensure work can continue should the member leave the group or take time off from the group
* KPSSPP members must be active in promoting the group via social media channels and within their school/Parent forumincluding, but not exclusively, events and campaigns.
* KPSSPP members will be expected to attend events in support of KPSSPP activity.

**DATA PROTECTION – see policy**

This policy will be reviewed and updated every 2 years

**COMPLAINTS POLICY AND PROCEDURE – see policy**

This policy will be reviewed and updated every 2 years

**SOCIAL MEDIA & DIGITAL POLICY – see policy**

This policy will be reviewed and updated every 2 years

**MEETINGS**

* Meetings of the KPSSPP shall be held at least twice during each school term. At all meetings of the KPSSPP minutes will be required to be taken by either a KPSSPP member or a Clerk if appointed.
* A copy of the previous meeting minutes will be distributed to all members and Parent Forum prior to a meeting and can be requested from the KPSSPP Chairperson at any time.
* Copies of the minutes of all meetings of KPSS will be displayed on the school website and will be available on request.
* Meetings of KPSSPP will be open to Parent Forum, although only members will be able to cast a vote. If the Parent Partnership are discussing an issue which is considered confidential, the meeting will only be open to the KPSSPP members, Headteacher or their representative.

**TREASURER**

* The treasurer will keep an accurate record of all income and expenditure and will provide a summary of all finance matters at each KPSSPP meeting and a full account at the AGM.
* Withdrawals will require the signature of the treasurer and one other office bearer. The accounts will be audited annually prior to the AGM. KPSSPP is responsible for ensuring that all funds are used to support the aims of KPSSPP.
* Should KPSSPP cease to exist any remaining funds will be passed to the school to be used for the benefit of the pupils.

**ANNUAL GENERAL MEETING**

* AGMs will be held annually in the autumn term. A notice of the date, time, place, and agenda will be sent to the Parent Forum at least 2 weeks in advance.
* The meeting will include
* A report on the work of the Parent Partnership
* The selection of new parent members to fill any arising vacancies
* The discussion of any issues that the Parent Forum may wish to raise
* The approval of the accounts of KPSSPP.

**CHANGES TO THE CONSTITUTION**

* Changes or additions must be made at a KPSSPP meeting called for the purpose or at the AGM. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two-thirds of those present.
* Members of the Parent Forum will be sent a copy of any amendment and will be given reasonable time to respond to the proposal.