



Forbes Academy Parent Partnership Constitution

This is the constitution of Forbes Academy Parent Partnership (formerly known as the Forbes Academy Parent Council).

Objectives

The objectives of the Parent Partnership are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers.
- To promote partnership between the school, its pupils and all its parents/carers.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

Equality

The Parent Partnership is committed to fostering an inclusive culture which promotes equality and values diversity. The Parent Partnership is committed to ensuring that it does not commit any unlawful discrimination under the Equality Act 2010. The Parent Partnership is committed to including and respecting all those in the school community, including:

- Families facing poverty and financial difficulties
- People who don't read or write well
- Separated / divorced parents
- Those families with a parent in prison
- Kinship, foster or adoptive parents / carers
- Parents and families from all cultures and ethnic backgrounds

Membership

- The membership will be a minimum of three parents/carers of children attending the school. There is no maximum size limit.
- The Parent Partnership will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish.
- Any parent/carers of a child at the school can volunteer to be a member of the Parent Partnership. A member of the Parent Partnership or Parent Forum may be offered the opportunity to be part of any sub-groups set up by the Partnership.

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- A member of the Parent Partnership failing to attend three consecutive meetings without reason / apologies may be deemed to have retired from the Parent Partnership.
- All Parent Partnership meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.
- Two-thirds of the Parent Partnership will be made up of Parent Forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school. The number of parent/carer members on the Parent Partnership must always be greater than co-opted members.
- Co-opted members will be invited to serve for a period of *two years*, after which time the Parent Partnership will review and consider requirements for co-opted membership.
- The Headteacher or his/her representative has a right and duty to attend meetings of the Parent Partnership.

Official Appointments

- The Chair, Secretary and Treasurer of the Partnership will be agreed by Parent Partnership members immediately following its formation.
- The Parent Partnership will be chaired by a parent/carer of a child attending Forres Academy. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

Reporting Responsibilities

- The Parent Partnership is accountable to the Parent Forum for Forres Academy and will make a report to it at least once each year on its activities on behalf of all the parents/carer.
- If 40 or 2% of members of the Parent Forum request a special general meeting to discuss issues falling within the Partnership's remit, the Parent Partnership shall arrange this. The Parent Partnership shall give all members of the Forum at least 2 weeks' notice of the meeting and, at the same time circulate notice of the matter, or matters, to be discussed at the meeting.

Meeting Arrangements

- The Annual Meeting will be held in September of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - A report on the work of the Parent Partnership and its committee(s)
 - Selection of the new Parent Partnership (if applicable)
 - Discussion of issues that members of the Parent Forum may wish to raise

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- Approval of the accounts for the year ended 31st March. These accounts will have been checked by an independent examiner (which should be a suitably “qualified” person) prior to the AGM.
- The Parent Partnership will meet at least once in every school term.
- Should a vote be necessary to make a decision, each parent/carer member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- Any two members of the Parent Partnership can request that an additional meeting be held, and all members of the Parent Partnership will be given at least one week’s notice of date, time and place of the meeting.
- Copies of the minutes of all meetings will be available to all parents of children at Forres Academy and to all teachers at the from the Parent Partnership website (<https://faparentcouncil.com/>) and from the Secretary to the Parent Partnership.
- Meetings of the Parent Partnership shall be open to the public, unless the Parent Partnership is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Partnership and the head teacher, or his or her representative, can attend.

Treasury Responsibilities

- The Treasure of the Parent Partnership will open a bank or building society account in the name of the Parent Partnership for all Parent Partnership funds. (It has been agreed by the Parent Partnership to retain the bank account in the name of Forres Academy Parent Council). Due to internet banking requirements it is no longer possible to obtain 2 signatories when making withdrawals, therefore the Treasurer will obtain the authorisation of the Chairperson and one other Parent Partnership member and these will be recorded either in the Parent Partnership meeting minutes or via email authorisation.
- The Treasure to the Parent Partnership will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Partnership meeting and a full account for the Annual Meeting.
- The Parent Partnership shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Partnership.
- The Parent Partnership may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy for any proposed amendment and given reasonable time to respond to the proposal.
- Should the Parent Partnership cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school, where this continues.

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Conduct

- If a Parent Partnership member acts in a way that is considered by other members to undermine the objectives of the Parent Partnership and/or brings the Parent Partnership into disrepute, their membership of the Parent Partnership shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.