



ST. RONAN'S PARENT PARTNERSHIP CONSTITUTION

This group is set up in terms of the Scottish Schools (Parental Involvement) Act 2006 to:

- support the school to be a welcoming place where all families feel included;
- identify and represent the views of parents;
- support the school in its vision, values and aims;
- help the school make improvements by working together with parents, pupils, staff and the wider community;
- act as a liaison between the senior management of the school and the parents;

and shall be known as the "Parent Partnership".

The term 'parents' should be taken to include foster carers, residential care staff and carers who are relatives or friends.

How our Parent Partnership is organised

- Our Parent Partnership will have a minimum of five people with the aim of having a parent representative from each class from Early Years to Primary 7. Membership is restricted to parents of children attending the school.
- The Parent Partnership will form a committee from the Chair and co-chairs, Secretary and where possible one parent representative for each class "Parent Class Representatives". Together these individuals are the "Parent Partnership Committee".
- All parents may attend meetings, however, should the need arise the Chair can request only the Parent Partnership Committee participate and vote in regular meetings.
- Any parent of a child at St. Ronan's can volunteer to be a member of the Parent Partnership at the annual general meeting, or during the course of the school year.
- Parents will be elected to participate for two years after which their position will be automatically resigned. A parent can be reelected for a further two years or until their children no longer attend the school, whichever is the shorter period.
- The Parent Partnership may invite (co-opt) people from the local community to help carry out its work. Co-opted members will be invited to take part for one year. Co-opted members will not vote and will take part as advisers to the Parent Partnership.
- The Parent Partnership will seek the views of pupils where appropriate through a representative from the Parent Partnership attending the school's pupil council and representing these views to the Parent Partnership.

Our meetings

- The Annual General Meeting (“AGM”) will take place in September each year. The AGM should be either in addition to regular meetings or as a separate part of a regular meeting. A notice of the meeting including date, time and place will be sent to all parents of children attending the school at least two weeks before the meeting. The meeting will include:
 - A report on the work of the Parent Partnership and its sub-committees in support of the school;
 - The election of a Chair Secretary and Class Representatives;
 - Opportunity for new parents to nominate themselves to join the Parent Partnership;
 - Presentation of the Chair’s report, the Headteacher’s report and the Treasurer’s report (annual accounts) for approval; and
- Only parents with children at the school may vote at the AGM.
- The Parent Partnership Committee may call an Extraordinary General Meeting (“EGM”) by majority vote, or 25 parents of children at the school may call an EGM. The parents require to serve notice of the call for an EGM on the Chair of the Parent Partnership Committee.
- The Parent Partnership will meet at least once in every school term and may do so by electronic means, should the need arise. The Secretary shall circulate an agenda for such meetings at least two weeks in advance of the meeting and shall record an accurate minute of the proceedings and action points of each meeting. The Secretary will circulate such minutes to the Parent Partnership Committee for comment promptly after the end of the meeting and if no comments are received within ten working days of the meeting, the minutes shall be deemed to be an accurate record. If valid comments are received during that ten working day period the Secretary will incorporate them into an updated version of the minute. The minutes of the previous meeting shall be circulated to all parents and staff together with the agenda for the next meeting.
- Meetings are open to all parents unless there is a confidential matter to be discussed. In these circumstances, only relevant members of the Parent Partnership Committee, the Headteacher or their representative can attend.
- Where a vote is needed, only elected Parent Partnership members may vote. At least five elected committee members must be present when a vote is needed. The Chair will have the casting vote in the event of a tie.
- The Headteacher or their representative from the senior management of the school has a right and duty to attend all regular meetings to represent the school’s management. The Headteacher shall provide a report to the Parent Partnership on progress on actions from previous meetings and any relevant events at the school.
- If twenty parents of children at the school or half of the Parent Partnership committee members request a meeting in writing, all members will be given two weeks notice of date, time and place of the meeting.
- The Parent Partnership can set up sub-committees to take responsibility for specific work to support the school and can include co-opted members. The sub-committee will report to each Parent Partnership meeting.

Changes to the Constitution

- The Parent Partnership may change this constitution with the agreement of the parents of children in the school. Parents will be sent a copy of any proposed changes and given a reasonable time to respond to the suggestions.
- The AGM will formally agree any amendments to the constitution by a two thirds majority of those present and voting

Constitution adopted on 1 June 2015. Presented for amendment 9 Sep 2023

Signed,

_____ (Chair)

_____ (Secretary)