

St Modan's High School
Parent Teacher Partnership (PTP)
Constitution
June 2017



1 Aims

- 1.1 To work in partnership with the school to achieve our school's vision, values and aims whilst creating a welcoming and positive environment which is inclusive to all parents, guardians and carers.
- 1.2 To promote and develop an active partnership between: the school; pupils; parents, guardians and carers, parishes and the wider community.
- 1.3 To develop and engage in activities which support the education, personal development and welfare of all the pupils attending our school.
- 1.4 To identify and represent the views of parents, guardians and carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- 1.5 To develop and support opportunities for social events and community-building and to support the school at other key events throughout the year.
- 1.6 To raise funds in order to support the wider needs of the school and enhance the pupils' wider educational experience.

2. Membership

The Parent Forum consists of all parents/guardians and carers who have a child at the school. The PTP is the committee appointed by the Parent Forum to run matters on its behalf.

- 2.1 The membership of St Modan's PTP shall comprise seven parent members representing parents of all pupils attending the school across our 3 local authority areas.
- 2.2 The PTP shall also be entitled to co-opt as members of the PTP for a maximum of two years.
 - One person representing staff employed by the school.
 - One person representing the interests of the communities served by the school.
 - The Head Boy and Girl of St Modan's High School.
- 2.3 In addition, a Representative of the Roman Catholic Church, appointed by the Bishop of the St Andrew's and Edinburgh archdiocese will be entitled to membership of the PTP.
- 2.4 The Head Teacher of the school, or in the event of the Head Teacher being unavailable his/her representative will be invited to attend every meeting of the PTP in an advisory and reporting capacity.
- 2.5 Further, the PTP will be entitled to co-opt any persons they consider appropriate as members of by the PTP.

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3. Office Bearers & Terms of Office

- 3.1 Parent Members of the PTP will be selected for a term of three years, or for the period (if shorter) during which they are eligible for membership of the Parent Forum. If still eligible for the membership of the PTP at the end of their period of membership, a Parent Member will be entitled to put themselves forward for re-selection.
- 3.2 Candidates for selection as parent members require to indicate their interest by submitting a note or email of their name and contact details to the school office by a specified date.
- 3.3 If the number of candidates is equal to or less than the number of vacancies, the candidates will become members of the PTP once they have been nominated and seconded by any PTP member attending the next scheduled meeting of the PTP.
- 3.4 Where there are more candidates for selection to the PTP than available places, all candidates require to be nominated in writing by two parents/guardians or carers of pupils at the school from a different household and will then go forward to an election to determine who fills the vacant place.
- 3.5 All members of the Parent Forum can take part in the selection of Parent Members of the PTP by post or email. Members of the Parent Forum will have a reasonable time to complete selection of their representatives.
- 3.6 At the first meeting of the PTP, and annually thereafter, persons to act as Chair, Vice Chair and Treasurer of the PTP will be agreed by those in attendance. Each one should be nominated and seconded. In the event of a failure to agree on either Office Bearer, a decision will be reached at the same meeting following a vote by members of the PTP and members of the Parent Forum attending. Where two or more nominees have the same number of votes the Chair of the PTP will have the casting vote.
- 3.7 In the event of any office bearer becoming unable for any reason to continue in that office, resigning from that office, or not continuing to be a parent of a child at the school, the PTP will agree or elect a Parent Member to continue in the post until the end of the original period of appointment.
- 3.8 The PTP will be entitled to appoint a Clerk to carry out the role of secretary to the PTP and to provide reasonable remuneration to this or any other person who provides a service in support of its work.

4. Meetings

- 4.1 The PTP will meet at times throughout the session as indicated on the school calendar, but may meet at any other time if considered appropriate. The Chair or Vice Chair of the PTP will make a verbal and written report to the Parent Forum at least once every school year on its activities on behalf of all the parents/guardians and carers of children attending the school.
- 4.2 Meetings of the PTP shall be open to the Parent Forum, and any person attending shall be entitled to speak at the meeting. The PTP Chair may decide that an issue requiring to be dealt with should be discussed, in the first instance on a confidential basis directly with the Head teacher or his/her representative.
- 4.3 The Annual General Meeting of the Parent Forum will be held in June of each year. If 50 members of the Parent Forum request a special general meeting of the Parent Forum to discuss issues falling within the PTPs remit, the PTP shall arrange this at a time and place which is reasonably practical for members of the Parent Forum to attend.
- 4.4 The PTP shall publish all meeting dates at the start of the school session and before each meeting shall give the members of the Parent Forum notice of the matter, or matters, to be discussed at the meeting via the school website and parents notice board.

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- 4.5 Minutes of any meeting of the PTP or Parent Forum will be recorded by the Secretary and verified by the Chair or Vice Chair before the next meeting. Copies of the minutes of all meetings will be made available on the School Website and the parents' notice board. Parents/Carers who have indicated a desire to receive minutes will be notified when these are posted.

5. Financial Accounting

The PTP will open a bank or building society account in the name of 'St Modan's High School PTP' for all PTP funds. Withdrawals of any funds will normally be authorised only by the signatures of the Treasurer and the Chair, unless otherwise agreed by the PTP members.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this at each meeting and a full account for the AGM.

The PTP shall be responsible for ensuring that all monies are used in accordance with the objectives of the PTP.

- 5.1 Funding from the local authority, intended to facilitate the operation of the PTP, will be held in a school account and accessed via the Head Teacher and school administrator by the Chair or Vice Chair.
- 5.2 At the end of each school session, or in the event that the PTP should cease to exist, any remaining funds will be passed to the school to be used for its benefit, failing which, to the Education Authority.

6. Amendments to The Constitution

The PTP may change its constitution after obtaining consent from members of the Parent Forum at a Special or Annual General Meeting. Members of the Parent Forum will be made aware of the proposed amendment(s) and given reasonable time to respond to the proposal.

7. Code of Conduct

As volunteers and representatives of the Parent Forum, we come together in the spirit of friendship, partnership and co-operation to meet the needs of the school and the pupils. We shall display respectful and appropriate behaviour towards fellow PTP members, students and staff at all times in accordance with the school's vision, values and aims.



