



Cuiken Partnership Constitution

1. This is the Constitution for *Cuiken Primary School* Cuiken Partnership.
2. The objectives of the Cuiken Partnership are:
 - To work in partnership with the School to create a welcoming environment, which is inclusive for all parents
 - To promote partnership between the School, its pupils and all its parents
 - To develop and engage in activities which support the education and welfare of the pupils
 - To identify and represent the views of parents on the education provided by the School and other matters affecting the education and welfare of the pupils.

3. The minimum membership will be 6 ^(a) members of the Parent Forum.

The maximum membership will be 25 ^(b) members of the Parent Forum.

4. The parent members will be selected for a period of 1 year ^(c), after which they may put themselves forward for reselection if they wish.

Any member of the Parent Forum can volunteer to be a member of the Cuiken Partnership. *In the event that the number of volunteers exceeds the maximum membership, members will be selected by drawing lots. Anyone not selected to be a member of the Cuiken Partnership may be offered the opportunity to be part of any sub-groups set up by the Cuiken Partnership.* ^(d)

5. The parent members will co-opt a maximum of 4 ^(e) people.

The number of parent members on the Cuiken Partnership must always be greater than the number of co-opted members.

Co-opted members will be invited by the parent members to serve for a period of 1 year ^(f), after which time the parent members will review and consider requirements for co-opted membership.

6. The parent members will select a Chair and any other office bearers at the Annual General Meeting or at the first Cuiken Partnership meeting following the AGM.

The Cuiken Partnership shall be chaired by a member of the Parent Forum.

The Head Teacher is not a member of the Cuiken Partnership and cannot be an office bearer. The Head Teacher is an adviser to the Cuiken Partnership.

The Cuiken Partnership may decide to appoint a Clerk instead of a Secretary. The Clerk is not a member of the Cuiken Partnership and may be paid for attending meetings.

If the Chair ceases to be a member of the Cuiken Partnership before the end of their term of office, the role of the Chair will be fulfilled by the Vice-Chair ^(g) until a new Chair is appointed at the meeting following the Annual General Meeting.

7. The Cuiken Partnership is accountable to the Parent Forum for the School and will make a report to it at least once each year on its activities.

If at least a *quarter* ^(h) of members of the Parent Forum request a Special General Meeting to discuss issues falling within the remit of the Cuiken Partnership, the Cuiken Partnership shall arrange this. The Cuiken Partnership shall give all members of the Parent Forum *14 days* ⁽ⁱ⁾ notice of the Special General Meeting and, at the same time, circulate notice of the matter, or matters, to be discussed.

8. The Annual General Meeting will be held once each year *at the start of the School Year* ^(j).

A notice of the Annual General Meeting, including date, time, and place will be sent to all members of the Parent Forum at least *14 days* ^(k) in advance.

The Annual General Meeting will include:

- a report on the work of the Cuiken Partnership and any of its committee(s)
- opportunity for the new parent members to show interest
- notice of resignation of Chair and any other office bearers
- selection of any co-opted members
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor.

9. The Cuiken Partnership will meet at least once in every school term and the quorum for every meeting will be *3* ^(l) parent members. Should a vote be necessary to make a decision, *each parent member* ^(m) at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any *2* ⁽ⁿ⁾ parent members of the Cuiken Partnership can request that an additional meeting be held, and all members of the Cuiken Partnership will be given at least *7 days* ^(o) notice of date, time and place of the meeting.

If a Cuiken Partnership member acts in a way that is considered by other members to undermine the objectives of the Cuiken Partnership, their membership of the Cuiken Partnership shall be terminated if the majority of parent members agree. The Chair will confirm the termination of the membership in writing to the member concerned.

10. Copies of the minutes of all meetings will be made available to all members of the Parent Forum by the Chair of the Cuiken Partnership.

11. Meetings of the Cuiken Partnership shall be open to the public, unless the Cuiken Partnership is discussing an issue that it considers should be dealt with on a confidential basis. In such circumstances, only members of the Cuiken Partnership and the Head Teacher, or his or her representative, can attend.

12. The Treasurer will open and thereafter operate a bank account the Cuiken Partnership for all funds that are raised or received by the Cuiken Partnership. The Cuiken Partnership Internet

Banking account will enable transactions to be made, for example, monies owed for purchase of goods for events.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Cuiken Partnership meeting and a full account for the Annual Meeting. The Cuiken Partnership accounts will be audited by the person, who was appointed auditor at the previous Annual General Meeting.

The Cuiken Partnership shall ensure that all funds raised or received are used in accordance with the objectives of the Cuiken Partnership and that the funds will be used within one academic year, and spent on a timely basis, however a minimum amount of £500.00 should be carried forward each year to cover any unexpected expenditure that may arise.

13. The Cuiken Partnership has agreed to fund certain activities each year as an ongoing obligation to the school, consisting of:

1. Payment for P1 School Bags (amount of circa £300)
2. Payment towards cost of the School Christmas Panto

14. The Cuiken Partnership may only change its constitution after obtaining consent from members of the Parent Forum. The Cuiken Partnership shall send a copy of the proposed amendment to all the members of the Parent Forum and given reasonable time to respond to the proposal.

15. Should the Cuiken 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.

Further information:

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