



Meldrum Parents in Partnership  
Meldrum Primary School, Oldmeldrum.

## Constitution

1. This is the constitution for Meldrum Parents in partnership (MPiP).
2. The objectives of MPiP are:
  - To work in partnership with the school to create a welcoming school 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 membership will consist of a Chair, Vice-Chair, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer as the Office Bearers and any number of parents or guardians who volunteer as general members. The general members must be parents or guardians of children attending Meldrum Primary School. Membership may also be made up of Co-opted members as detailed in clause 5.
4. The members of MPiP will serve for a minimum of one year. The Vice-Chair, Vice-Secretary and Vice-Treasurer will then go on to serve as Chair, Secretary and Treasurer respectively for their second year.

Any parent or guardian of a child at Meldrum Primary School may volunteer to be a member of MPiP. Volunteers may be formally accepted onto MPiP by being proposed and seconded by a parent or guardian of a child attending Meldrum Primary School or the existing members of MPiP. This may be done at the Annual General Meeting which is open to all parents or guardians of children attending Meldrum Primary School. Anyone proposed and seconded may be offered to be part of any sub-groups set up by MPiP.

5. MPiP may co-opt members from outside the school to assist it with carrying out its functions as it sees fit.

The number of parent members on MPiP must always be greater than co-opted members.

Co-opted members will be invited to serve for a period of one year, after which time MPiP will review and consider requirements for co-opted membership.

6. The Office Bearers of MPiP will be agreed by the MPiP members immediately following its formation.

Office Bearers positions may, in the event of another volunteer wishing to stand, be re selected by MPiP on an annual basis (at the Annual General Meeting of the parent or guardian of a child attending Meldrum Primary School).

All Office Bearers must be filled by a parent of a child attending Meldrum Primary School. If the child ceases to be a pupil, the new Office Bearer will be agreed at the next meeting.

7. MPiP is accountable to all the parents or guardians of a child attending Meldrum Primary School and will issue a regular newsletter on its activities to every parent or guardian, in addition to the requirements of clause 8.

If 10% of parents or guardians of children attending Meldrum Primary School request a Special General Meeting to discuss issues falling within the remit of MPiP, the members of MPiP shall arrange this. MPiP shall give all such parents and guardians two weeks' notice of the meeting and circulate notice of the matter(s) to be discussed at the meeting.

8. The Annual General Meeting will be held in September of each year. A notice of the meeting including time, date and place will be sent to all parents and guardians at least two weeks' in advance. The meeting will include:

- A report of the work of MPiP.
- Selection of the new members of MPiP.
- Discussion of issues that parents or guardians of a child attending Meldrum Primary School may wish to raise.
- Approval of accounts and appointment of the auditor.

9. MPiP will meet at least once in every school term.

Should a vote be necessary to make a decision, each parent 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 MPiP can request that an additional meeting be held, and all members of MPiP will be given at least two weeks' notice of time, date and place of the meeting.

If an MPiP member acts in a way that is considered by other members to undermine the objectives of MPiP, their membership of MPiP shall be terminated if the majority of parent members agree. Termination of membership will be confirmed in writing to the member.

10. Copies of the minutes of all meetings will be available to all parents or guardians of children at Meldrum Primary School and to all Teachers at the school. Copies will be available from the Secretary of MPiP and from the School Office.

11. Meetings of MPiP shall be open to the public, unless MPiP is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of MPiP and the Head Teacher, or his or her representative, can attend. For the avoidance of doubt it shall not be competent for the Parent Council to discuss issues of a personal nature concerning individual school pupils or members of staff.

At any meeting held, there should be at least one of the Chair or Vice-Chair, one at least of the Secretary or Vice-Secretary and one at least of the Treasurer or Vice-Treasurer and as many of the general members as wish to attend.

12. The Treasurer will open a bank or building society account in the name of Meldrum Parents in partnership (MPiP) for all MPiP funds. There will be four authorised signatories to the account which will include the Treasurer, Vice-Treasurer and two general members. Withdrawals will require the signature of either of the Treasurer or Vice-Treasurer and at least one other of the signatories.

The Treasurer and Vice-Treasurer will keep an accurate record of all income and expenditure, provide a summary of this for each MPiP meeting and a full account for the Annual General Meeting. MPiP accounts will be audited by the auditor appointed at the Annual General Meeting.

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

13. MPiP may change its constitution after obtaining consent from parents or guardians of a child attending at Meldrum Primary School. Every parent or guardian will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
14. Should MPiP cease to exist, any remaining funds will be passed to the Head Teacher of Meldrum Primary School or the Education Authority to be used for the benefit of Meldrum Primary School.