

Montrose Academy Parent Partnership

Constitution

1. This is the constitution of Montrose Academy Parent Partnership (MAPP)
2. The objectives of the Partnership are:
 - To work in partnership with the school to create a welcoming school which is inclusive for all parents and carers
 - To promote partnership between the school, pupils, parents/carers and the local community
 - To develop and engage in activities which support the education and welfare of the pupils e.g. through fundraising
 - 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.
3. The membership will be a minimum of five parents/carers of children attending the school. 50% of MAPP has to be present to form a quorum.
4. The Partnership will hold office for a period of up to 3 years. Any parent/carer of a child at the school can volunteer to be a member of MAPP.
5. At least 2/3 of the Partnership will be made up of the Parent Forum members and 1/3 will be reserved for other co-opted members including pupils, school staff and representatives from the local community.

The number of parent/carer members for MAPP must always be greater than the co-opted members.

6. The Chair and Vice-Chair of MAPP will be agreed by the Partnership members immediately forming its formation. A Secretary/Treasurer will be appointed to provide administrative support.
7. The Annual General Meeting will be held in September of each year and with two weeks' notice posted in a relevant format e.g social media, school website. a notice is to be put in the local newspaper. The minutes of the AGM will also be made available to the Parent Forum via social media and the school website (e-mail to be inclusive?) All members of the Parent Forum require to be sent details of the AGM notifying the date, time and place including: The minute should include:

- A report of the work of MAPP and its committee
- Selection of any new MAPP members as appropriate
- ~~Discussion of issues that members of the Parent Forum may want to raise~~
- Approval of the accounts and appointment of the auditor
- ~~Extraordinary meetings of the parent forum may be convened as deemed necessary~~

8. MAPP will meet twice 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 MAPP can request that an additional meeting be held and all members of MAPP will be given at least one week's notice of date, time and place of the meeting.

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

9. Copies of the minutes of all meetings will be available to all parents and children at Montrose Academy and to all staff at the school. Copies will be made available ~~on from~~ the school website, social media and from the —Secretary/Treasurer of MAPP. ~~The school office and the public library will also be distributed with Academy Newsletters. This will also be available to view on the — Montrose Academy website.~~

10. Meetings of MAPP will be open to the public.

11. The Secretary/Treasurer will open bank or building society accounts in the name of MAPP for all parent partnership funds. Withdrawals will require the signature of any two out of three authorised signatories, those being the Chairperson, Vice-Chair and Secretary/Treasurer.

The Secretary/Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each MAPP meeting and a full account for the AGM. MAPP accounts will be audited by the auditor appointed at the previous AGM.

The parent partnership shall be responsible for ensuring the all monies are used in accordance with the objectives of MAPP.

12. MAPP may change its constitution after obtaining consent from its members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given 7 days to respond to the proposal before the AGM.

13. Should MAPP cease to exist, any remaining funds will be passed to a successor parent body at Montrose Academy. In the event that no parent body exists, the funds will be passed to Montrose Academy to be used for the benefit of the school (or schools) where this continues.