

# **Highland Parent Council Partnership (HPCP)** **Highland Parent Council Partnership Constitution**

(A partnership of Highland Parent Councils)

## **1. Name**

The **group** will be called the **Highland Parent Council Partnership (HPCP)**. This is the Constitution of the Highland Parent Council Partnership.

## **2. Outcomes/Aims/Objectives**

The aim of the Highland Parent Council Partnership is the advancement of education, which will be achieved by the following methods:

- 2.1. To represent the voice for Parent Councils and the wider Parent Forum across Highland;
- 2.2 To represent Parent Councils and parents in the pursuit of our common aim to help every child be safe, healthy, achieving, nurtured, active, respected, responsible and included;
- 2.3. To ensure important and relevant information is both communicated from Parent Councils and to Parent Councils and the wider Parent Forums across the Highland Council region;
- 2.4. To seek to find parental consensus to inform education policy at a local, regional and national level;
- 2.5. To constructively and proactively influence policy and the strategic delivery of a best-in-class education;
- 2.6. To work in partnership with The Highland Council and other organisations involved in the education of children (e.g. National Parent Forum of Scotland, Scottish Parent Teacher Council, Education Scotland etc.);
- 2.7. To provide a representative forum to support and feed into the National Parent Forum of Scotland;

## **3. Membership:**

3.1 The **Membership** of the **Highland Parent Council Partnership** will be **one** representative from each of the Parent Councils of all Highland Council schools. This is over 100 schools, and is unlikely to be achieved in practice, or if achieved would be unworkable, therefore if numbers wishing to attend exceeds 30, clause 3.2 applies.

3.2 Should the numbers wishing to attend a meeting of the **Highland Parent Council Partnership** exceed 30 (the approximate number of associated school groups in 2014), then, if the chair (or acting chair if the chair is not present) so determines, each Associated school group will select one representative from amongst the Primary Schools in that group, and one from the Secondary School, and if the matter relates to Primary school issues, the Primary School representative will attend as **Members** and if the matter relates to Secondary school issues, then the Secondary School Representatives will attend as **Members**. If a matter relates to all schools, the Special schools (currently 4) may also select a representative to attend.

3.3 Meetings and participation in **Highland Parent Council Partnership** will be open to anyone identifying themselves as a **Member** of the **Parent Forum** (all parents and carers) within a Highland Council school, unless the numbers attending exceeds 30 in which case,

attendance at the meetings will be limited to the representatives of Primary School and Secondary Schools as outlined in clause 3.2.

3.4 The **Highland Parent Council Partnership** has the authority to set up sub-groups and invite **Members** of the **Parent Forum** to participate.

3.5 The **Chair, Vice Chair, Secretary and, if appropriate, a Treasurer** of the **Highland Parent Council Partnership** will be elected by the **Highland Parent Council Partnership** members immediately following its foundation. These offices will be for three years. These will form the **Executive**. Should it be necessary, or at three year intervals from the date of their election, the **Chair, Vice Chair, Secretary and, if appropriate, a Treasurer** of the **Highland Parent Council Partnership** will be elected by the **Highland Parent Council Partnership** at the next meeting.

3.6. The Membership of the **Executive** shall further comprise, where possible, a minimum of two members of a Parent Council from each representative Highland: North, Mid, South and West, or in the alternative, regional groupings as the **Highland Parent Council Partnership** will decide upon.

3.7 The **Highland Parent Council Partnership** may co-opt up to four members to assist it with carrying out its functions. Co-opted members will serve on the **Executive** for one year, and may be co-opted to serve for up to 3 years.

#### **4. Roles and Responsibilities**

**Roles and Responsibilities:** for members of the **Highland Parent Council Partnership**

- 4.1. To provide a representative voice for Parent Councils across Highland;
- 4.2. The **Highland Parent Council Partnership** and **Executive** will not seek to replicate the current role and responsibilities of individual Parent Councils;
- 4.3. The **Highland Parent Council Partnership** and **Executive** must not be Party Political;
- 4.4. Members will aim to attend as many meetings as possible;
- 4.5. Members will communicate honestly, openly and effectively as possible across the **Highland Parent Council Partnership**;
- 4.6. Members must be prepared to communicate to their area and represent their views as much as possible to the **Highland Parent Council Partnership**;
- 4.7. To maintain an understanding of current Highland and National Educational policy;
- 4.8 To be accountable to the Highland Parent Forum (all parents and carers) for Highland and to make a report to it at least once each year on its activities.
- 4.9 To hold an **Annual Parent Council Conference**, which will also serve as Annual General Meeting (AGM) of the **Highland Parent Council Partnership**, (typically in November of) each year. At this meeting all Members may attend. The **Executive** will be responsible for delivering the Annual Parent Council Conference and AGM. A notice of the Conference and AGM including date, time, and place will be communicated to all Parent Councils within the Highland Region, and, where possible, to members of the Parent Forum, at least **four** weeks in advance.

The Conference will include: -

- A report on the work of the **Highland Parent Council Partnership** and its committees;

- Discussion of issues that members of the Parent Forum may wish to raise;
- Approval of **Highland Parent Council Partnership** accounts, where appropriate, and appointment of the auditors, where appropriate
- Election of our representative to the National Parent Forum of Scotland;
- Election of our representative to the Education, Children and Adult Services Committee (ECAS).

## **5.0 Meetings and Agendas**

5.1. The **Highland Parent Council Partnership** will meet at least 2 times a year. Additional meetings could be arranged as necessary.

5.2. Meetings will take place at a location and on a day and time mutually convenient to members.

5.3. The Highland Council will support the group by providing meeting facilities and minute taking services, as well as offering support and co-operation by enabling relevant parties from the Education Department of the Care and Learning Service to attend when and where applicable.

5.4. Agendas must be approved and agreed 2 weeks prior to the meeting date, or later by agreement of the **Executive**.

5.5 All minutes of the meetings of the **Highland Parent Council Partnership** will be circulated to Head of Education Department or his/her designate and also to all Parent Council Chairs across Highland to ensure openness and to promote communication.

5.6. The **Highland Parent Council Partnership** will be supported by the Parental Involvement Officer of the Education Department of the Highland Council Care and Learning Service, where one is available.

5.7 If fifty members of the Parent Forum (Parents and Carers) in Highland request a special general meeting of **Highland Parent Council Partnership** to discuss issues falling within the **Highland Parent Council Partnership's** remit, the **Highland Parent Council Partnership** shall arrange this. The **Highland Parent Council Partnership** shall give members of the **Parent Council Partnership** requesting the meeting at least two weeks' notice of the meeting and, at the same time, circulate a notice of the matter, or matters, to be discussed at the meeting;

5.8 Should a vote be necessary to make a decision at any meeting of the **Highland Parent Council Partnership**, each **Member** of the **Parent Council Partnership** at the meeting will have one vote, with the proviso that if more than one representative from one school is present, then there is one vote between the representatives of that school (one vote per school), with the Chair ((or Acting Chair) having a casting vote in the event of a tie. Voting by electronic means is permitted under arrangements to be decided by the Executive.;

5.9 Any four members of the **Highland Parent Council Partnership** can request that an additional meeting be held, and all members of the **Highland Parent Council Partnership** will be given at least two weeks' notice of date, time and place of the meeting.

5.10 Meetings of the **Highland Parent Council Partnership** will be quorate if a) a meeting has been called by a Member of the Executive or as specified in 5.7 and 5.9, and b) eight **Members** of the Parent Forum, including at least two Members of the Executive are present.

## **6. Communication**

6.1 Copies of the agendas and minutes of all meetings will be communicated to all Parent Councils in Highland Region, and will be made available, where possible, to all members of the **Parent Forum** (parents and carers) in Highland Region to ensure openness and to promote communication.

## **7. Handling of Monies**

At present (November 2015), it is not expected that **Highland Parent Council Partnership** will be required to handle funds, but if this position changes, a Treasurer will be appointed at the next meeting, and approval for the appointment, or a new appointment sought at the next AGM.

7.1 The Treasurer will, if required, open a bank or building society account in the name of the **Highland Parent Council Partnership** for all **Highland Parent Council Partnership** funds. Withdrawals will require the signature of two out of three authorised **Highland Parent Council Partnership** members.

7.2 The Treasurer will keep an accurate record of all income and expenditures, and will provide a summary of this for each **Highland Parent Council Partnership** meeting and a full account for the Annual Meeting. The **Highland Parent Council Partnership** accounts will be audited by the auditor appointed at the previous Annual Meeting.

7.3 The **Highland Parent Council Partnership** shall be responsible for ensuring that all monies are used in accordance with the objectives of the **Highland Parent Council Partnership**.

7.4 Should the **Highland Parent Council Partnership** cease to exist, any remaining funds will be passed to a charity linked to education.

## **8. Highland Parent Council Partnership Constitution:**

This Constitution will be reviewed, and amended if appropriate as follows: one year from first approval (expected November 2015) at the AGM in **November 2016**, and every three years thereafter (2019, 2022, 2025 etc). The **Executive** shall propose amendments for approval. **Members** of the Parent Forum may ask the **Executive** to propose amendments at the next AGM.

## **9. Highland Parent Council Partnership Dissolution:**

If the **Highland Parent Council Partnership** decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve. At least **four weeks'** notice of this meeting will be given to Parent Councils and parent members. If the resolution is supported by a majority of those persons present, the forum shall be deemed to be dissolved.

**Highland Parent Council Partnership (HPCP) Constitution Rev 3**  
**HPCP - A partnership of Highland Parent Councils**

**Revisions – Not Part of Constitution**

<b>Date</b>	<b>Revision No.</b>	<b>Section Changed</b>	<b>Summary of changes</b>
7 Nov 15	Rev 1	None	First Adopted
12 Nov 16	Rev 2	Background  3.2  3.5  4.9  5.8  5.10	Updated to June 2015  3.2 Addition of acting chair capacity if Chair not present  3.5 “agreed” to “elected” Should it be necessary – re-election at 3 yearly intervals...  4.9 deletion of “selection of the new HPCP”  5.8 addition of “elect ...ECAS Rep”, addition of “with the proviso...(one vote per school)” and “voting by ..electronic means”  5.10 addition of conditions for a quorate
18 Nov 17	Rev 3	Background  2.0  7.4	deleted  2.0 Change of Aims to advancement of education to comply with OSCR requirements  7.4 amended to reflect decision taken in Feb 2017 to ensure any remaining funds on HPCP dissolution would go to another charity to comply with OSCR requirements