



## **Oulder Hill Parent Forum Constitution**

### **Rationale**

This constitution is a written document which identifies how the Parent Forum at Oulder Hill Community School is run. It informs people of what the group does and where it does it. Within the constitution there are details on how members can become involved and any requirements on them. Furthermore the constitution tells prospective funders that the group is properly organised and has rules relating to the spending of any monies/funds that the group has and/or which the funder may contribute. The aims of the group are laid out within this document as are the procedures regarding funds, of which the Parent Forum has control.

### **Name**

The official name of the group is the OULDER HILL PARENT FORUM and the group is based at Oulder Hill Community School, Hudsons Walk, Rochdale, OL11 5EF

### **Objectives / Aims**

Oulder Hill Parent Forum is a voluntary group which supports Oulder Hill Community School in its drive to produce the very best outcomes for students attending the school. The main aims and objectives of the group include (but are not restricted to);

- Contributing to school improvement.
- Raising funds which are used to purchase things to aid school improvement and opportunities for students.
- Acting as a representation of parents/carers of the school. Sharing their ideas and experiences and helping to make decisions on issues which affect students of the school and their families.
- Promoting the school in the wider community.
- Contributing to the schools extended and community provision.

The objectives outlined above are carried out to make a positive difference to Oulder Hill Community School and the surrounding area.

## **Powers**

To meet the objectives of the group outlined above, the Parent Forum will have certain powers and authority which will enable them to succeed. These include;

- Working in partnership with other organisations to raise funds or create opportunities for students of the school.
- Recruitment of new members and/or volunteers who can support their ventures.
- Raising money/funds.
- Purchasing of supplies to support fund raising.
- Purchasing of equipment or other items which contribute to school improvement.

## **Membership**

Membership of the group is open to any parent/carer who has a child attending Oulder Hill Community School and to those friends of Oulder Hill who have previously had children attend the school and who are invited to remain part of the group. There will be no membership fee to join the group, nor will there be an interview or election process. Members of the group are entitled to contribute to any of the objectives outlined in the constitution and also assume the powers given to the group. The spending of funds will always come back to the whole group for discussion and approval. Members may be required to cease their involvement if they are deemed to be abusing any of the powers delegated to them and/or if their involvement in the group is deemed to be for reasons other than the stated objectives. To remove membership from an individual the group and designated school staff will meet to discuss the concerns being raised and will make a majority decision on the course of action. The verdict (to be delivered by the Chairperson) will be final.

## **Meetings**

The Parent Forum will meet each half term during the academic year. This will total six meetings annually. The day and date of the meetings will be decided by the group at the first meeting of the year and will be set for the remainder of that academic year. The agenda will be set by the Chairperson with contributions from members. Meetings will be minuted and all members will receive a copy of the actions and outcomes from the matters discussed. Any decisions which need to be made will be done so by the group as a whole, where necessary a majority decision will be taken. Members can request a vote on a particular subject even if they are unable to attend the meeting. This request should be made prior to the meeting so that their vote may be included in the final reckoning. The minimum number of members attending for a meeting to proceed is four. All areas of school operations may be raised at the meetings, provided it is with the intention of helping with school improvement. However any issues relating to individual staff, their conduct and/or their personal circumstances must not be discussed without prior approval from the Chairperson.

## **Annual General Meeting (AGM)**

The annual general meeting will be held in the final half term of the academic year. All members will be invited and a review of the previous year will be presented. Decisions on the operations and procedures of the group will be taken, along with agreeing a meeting date for the first meeting of the following academic year.

## **Officers**

The Parent Forum has four designated officers. These are the posts of Chairperson, Vice Chairperson, Secretary and Treasurer. Officers will be elected at the AGM and will serve for 12 months.

## **Money / Accounts**

The Parent Forum will hold their own bank account from which they may purchase supplies and items for the school and into which they may deposit any funds they have raised. Payment from this account will be made by cheque which will require two of the designated signatories to authorise. Members may order items with the agreement of the group and/or may purchase items provided there is clear evidence the items purchased are intended to support the objectives of the group. Payments to members will only be allowed to reimburse any reasonable out of pocket expenses. The account will be examined each year by the school Finance Manager to ensure accuracy of records and appropriate spending.

## **Changing The Constitution**

In the event that the Parent Forum constitution requires amendment the Chairperson will request a special general meeting and outline to members the changes to be considered. All members may vote on the proposed changes, including those who are unable to meet the meeting (as outlined in the earlier Meetings section).

## **Closing Down**

In the event that the group is required to close down, the course of action will differ depending on the circumstances.

Closing Down due to Objective Having Been Met – In the event that the Parent Forum has exercised all its objectives and it feels it is no longer required a special general meeting will be arranged to discuss the closing down proposal. A majority decision will be taken to decide the outcome.

Closing Down due to Lack of Support/Membership – In the event that membership has fallen to a level where the group is no longer able to function a special general meeting will be called. A decision will be taken by the Chairperson based on the number of people who attend the meeting in support of the group continuing.

Where a decision has been taken to close down the group any remaining funds and/or assets will be passed to Oulder Hill Community School.

THIS CONSITUTION HAS BEEN ACCEPTED BY THE OULDER HILL PARENT FORUM AT THE MEETING ON FEBRUARY 12th 2013. AN AMMENDMENT REGARDING MEMBERSHIP WAS UNNANIMOUSLY AGREED AND MADE AT THE MEETING HELD ON MARCH 17<sup>TH</sup> 2016

Chair Person                      Sign \_\_\_\_\_                      Print \_\_\_\_\_

Secretary                              Sign \_\_\_\_\_                      Print \_\_\_\_\_