



Ellesmere College Parents' Society

CONSTITUTION

This is the constitution for Ellesmere College Parents' Society, hereafter called ECPS.

Guiding Principles

ECPS exists to provide a social forum for parents, guardians and carers of pupils at Ellesmere College. Its objectives are:

- to work in partnership with Ellesmere College to create a welcoming school environment that is inclusive for all
- to help integrate parents, guardians and carers into the Ellesmere College community
- to organise and use social events and other channels to enable parents, guardians and carers to meet each other

The action of ECPS shall at no time conflict with the policies or activities of those responsible for the Governance and management of Ellesmere College.

Membership

Membership is automatic for parents, guardians and carers of current and past pupils of Ellesmere College. All members of staff of Ellesmere College are entitled to honorary membership of ECPS.

The Chair Group

At the core of the organisation of ECPS is the Chair Group comprising 7 members elected to perform the following 4 roles:

- Co-Chair (x2)
- Vice-Chair (x2)
- Social Media Secretary (x2)
- Treasurer (x1 along with one of the Co-Chairs)

In order to spread the workload and facilitate knowledge-sharing and communication, roles are held jointly, with 2 elected members sharing each role. The Chair Group consists of current parents, guardians and carers, representing Lower School, Middle School and Senior School across year groups. Guests can be invited to the Chair Group meetings as required by specific agreement of the Chair Group members.

The tenure of the Chair Group is 2 academic years. Chair Group members can put themselves forward for re-election beyond these 2 years, provided they still have a child who is a pupil at Ellesmere College.

The Headteacher and the Headteacher's representative are considered ex-officio members of the Chair Group.

Elections and the AGM

The Annual General Meeting (AGM) will take place in the June of each year, as part of the final ECPS meeting of that academic year. All reasonable efforts should be made to advertise this – including date, time and place - to all parents, guardians and carers of Ellesmere College. The AGM will include the following agenda items:

- a report on ECPS activities from that academic year
- a report and approval of the financial accounts
- selection/reselection of the Chair Group
- any issues that the wider group wish to raise
- update on forthcoming activities for the following term

Meetings

ECPS Meetings will be held as required but the aim is to meet once a month during term-time. Meetings are open to all parents, guardians and carers of Ellesmere College. Ellesmere College staff are also welcome as honorary members of ECPS. The quorum is defined as a minimum of 2 elected Chair Group members plus 5 additional ECPS members.

Any 20% of the Chair Group can request that an additional meeting be held, with the wider group being notified of the date, time and place with at least one week's notice.

Copies of the minutes of the ECPS meetings will be made available to all members on request from ecps@ellesmere.com

Decision-making

ECPS is a democratic Society and decisions are taken at the ECPS meetings, with the majority vote prevailing. Each member has one vote, with the Co-Chairs having the casting vote in the event of a tie.

Disciplinary issues

If a member of ECPS acts in a way in which at least 5 other members feel undermines the objectives of the Society, at least one of the Co-Chairs must be notified and, if not resolved to the complainants' satisfaction, a special meeting be arranged in order to discuss termination. At that meeting, if a majority vote in favour of termination is reached, the member will be notified in writing by one of the Chairs.

Finances

All ECPS monies will be deposited in the ECPS bank account and the Treasurer will oversee its management, with support from a nominated Co-Chair. The Treasurer will keep an accurate record of all income and expenditure and will prepare ongoing reports on the status of the account as required and a full account for the AGM. The full accounts will be audited by a nominated auditor following submission at the AGM and signed off at the first ECPS meeting in the following Michaelmas term.

The Treasurer and the members of the Chair Group will be responsible for ensuring that all monies are used in accordance with the objectives of Ellesmere College Parents' Society.

Dissolution of ECPS

Should ECPS cease to exist for any reason, any remaining funds will be passed to Ellesmere College to be used for the benefit of the pupils only.

Should Ellesmere College be closed or amalgamated, the funds will be passed to the future school(s) that the pupils will attend.

Ratification

This constitution and any changes therein will go into effect if ratified by at least 3 members of the Chair Group and the Headteacher.

The Constitution will be reviewed every 5 years and can be changed on the condition of obtaining majority consent at an ECPS meeting and with the agreement of the Headteacher. The proposed changes must be circulated with reasonable time for discussion and approval sought via a majority vote from members in attendance at an ECPS meeting.

ENDS