

# **Constitution of the Parent Partnership Advisory Board**

## **1 Purposes**

The purpose of the Advisory Board is to ensure that the Education Leeds Parent Partnership Service delivers a high quality service that is responsive to local needs, taking into account best practice both locally and nationally and to ensure that all stakeholders' views have representation.

## **2 Aims**

The aim of the Parent Partnership Service is to promote a culture of co-operation between parents, schools, Local Authorities and others in order to enable children and young people with Special Educational Needs to achieve their potential.

The aim of the Choice Advisor Service is to support and offer assistance to families including mothers, fathers, adults with caring responsibility and children to make the best and most realistic choice of secondary school.

Our work involves working closely with families, schools, governors and relevant agencies to promote parental engagement and participation in the educational life of their child.

## **3 Functions**

The primary functions of the Advisory Board are to:

- Monitor performance of the Parent Partnership Service through the Service Delivery Plan.
- Monitor the impartiality of the service.
- Receive reports from the Parent Partnership Service Manager, to include information on the budget, staffing and the service development plan.
- Receive parental feedback regarding SEN provision and the Parent Partnership Service.
- Meet with representatives of the Local Authority to communicate areas of concern and influence local policy and practice.
- Promote the interests and concerns of the Parent Partnership Service.
- Identify ways of supporting and developing Parent Partnership Service work.

3.2 The Advisory Board acknowledges that any decisions made which require delegated powers, may not be acted upon by the Board, but will be referred to the LA for actioning if appropriate.

## **4 Membership**

The group will comprise representation from statutory services (health, social care and education), the voluntary sector and parents of children with special educational needs, with a suggested maximum membership of 18. It is suggested that all terms of office be for a period of three years.

4.1 A suggested model for the Advisory Committee would be:

Parent Partnership Service	2
Main stream school rep	1
SILC representative	1
Early Years	1
Extended Services	1
CAMHS	1
Health	1
Social Care	1
LA (who may be an Inclusion or Improvement Officer	1
DCS representative	1
IPS (both of whom should be a parents)	2
Parents	5
Other community representation, including the private voluntary and faith sector)	2
Elected member	1
Psychology and assessment service	1

4.2 Parent representation must always account for at least one third of possible places, whether or not parents choose to take up these places.

4.3 The representatives from Parent Partnership, Health, Social Care , the LA and DCS will be appointed by their respective organisations from their employees for a period of three years. It is recommended that the LA representative should not be the Responsible Officer.

4.4 The parents will be elected through the five Parent Partnership Services area forums.

4.5 The voluntary/community representatives should be nominated by their relevant organisation and elected by the advisory board.

4.6 Membership is personal and may not be transferred.

4.7 The constitution may be changed at any time, provided that it is a special resolution agenda item for a full board meeting (see 6.3), and that members have been given details of the proposed change at least two weeks before the meeting at which it is to be discussed.

4.8 The advisory board may invite any other person to attend meetings in a consultative category.

4.12 Non attendance of a board member for a continuous period of six months will result in the Chair contacting the member with regard to their position on the board.

4.13 The names and contact details members of the board will be held by the clerk and may be distributed to any member of the board at their request.

## **5 Disqualification from membership**

5.1 A person shall be disqualified from membership if they have are an un-discharged bankrupt or have been adjudged bankrupt or have made an arrangement with creditors which has not yet been discharged.

5.2 A person shall be disqualified from membership if they:

- are included on the DfES's List 99 which prohibits or restricts teachers or workers from working with children or young people
- refuse to an application being made to the Criminal Records Bureau for a criminal records certificate

## **6 Voting**

6.1 The board will endeavour to make decisions through a consensus of the members.

6.2 Where a consensus cannot be reached, decisions will be made through a majority vote.

6.3 An exception to 6.2 is a "special resolution", a resolution which must be passed by a 75% majority of board members present at a meeting which is quorate.

6.4 Each member of the board will be entitled to one vote.

6.5 If there is an equality of votes cast, the Chair shall have a second or casting vote.

6.6 Any decision made by the board which requires delegated powers, will not be actions by the board but will be passed to the local authority for implementation where possible.

## **7 Office, Chair and Vice Chair**

7.1 The Chair and vice-chair who cannot be the Parent Partnership manager will be elected from the membership at the first meeting of the board for a term of office of one year.

7.2 The Chair will conduct all business meetings of the Board. In the absence of the Chair, meetings will be chaired by the vice-chair.

7.3 A clerk will be appointed by the board who may be a member of the board apart from the Chair and may not be the parent Partnership Services Manager.

7.4 Any officer shall cease to hold office should they no longer be a representative member as declared in 4.3, 4.4 and 4.5.

7.5 Any board member may be removed, by a special resolution as in 6.2, at a board meeting at which at least half of the Board Members are present, provided that the member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal and has been given a reasonable opportunity of being heard by, or of making written representations to, the board.

7.6 Apologies for non-attendance should be submitted to the clerk. A member who fails to attend for a period of six months will be contacted by the Chair as in 4.12.

7.7 Where a vacancy occurs through cessation of office, removal from office or resignation from office, the vacancy should be filled as soon as possible through the procedures outlined in 4.3 – 4.5.

## **8 Meetings**

8.1 Members should not use information gained in the course of their duties as a board member to benefit themselves, their family or friends.

8.2 Members should not disclose confidential information about those items of business which the board decides should remain confidential.

8.3 Board meetings will be held at least twice a year to coincide with reporting on the service development plan, but may be convened at other times through the Chair, or any three voting members to discuss urgent business by giving not less than three days notice.

8.4 Written notice of meetings, the minutes of the previous board meeting and agendas will be sent to all members and individuals invited in a consultative capacity at least 7 days prior to the meeting.

8.5 Items for the agenda must be submitted at least five working days prior to the distribution date. Any member may submit items which will be agreed by the Chair.

8.6 Formal minutes will be taken at every meeting by the clerk, or by another suitable person in the absence of the clerk.

8.7 The minutes will be considered for amendment or approval at the next meeting.

8.8 Decisions made may be forwarded immediately to the LA and need not wait the approval of the minutes at the next meeting.

8.9 Approved minutes will be open to the public, with the exception of confidential minutes as outlined in 8.12.

8.10 The matters, if any, which by law remain confidential, or which the board deems confidential will not be published with the minutes. A separate confidential minute will be made of such matters.

8.11 Copies of the approved minutes will be kept by the Parent Partnership Services Manager.

## **9 Any Other Business (AOB)**

9.1 Immediately after the minutes of the previous meeting have been approved, members should inform the Chair of any items that they wish to raise under AOB. The board will decide whether any such item requested should be raised under AOB, whether it should be deferred to a subsequent meeting or whether it should not be heard at all.

## **10 Urgent Action**

10.1. If urgent action is required a meeting may be convened as in 8.5.

## **11 Interests**

11.1. It is a requirement for all board members to disclose any personal interest. On joining the board, members should complete a written declaration, identifying any potential issues concerning personal interest. Throughout their membership of the board each individual member of the board must in all matters consider whether they have a personal interest, (whether or not they have already completed a written declaration) and whether they are obliged to disclose that interest at any meeting of the board.

11.2. A member with a personal interest in a matter will consider whether it is a “prejudicial interest”. A member of the board cannot use their position on the board to promote private or personal interests rather than the general development of the Parent Partnership Service and implementation of the development plan. Where a member has a personal or prejudicial interest in a matter will disclose the existence and nature of the interest at the commencement of that discussion, or when it becomes apparent, and withdraw from a meeting wherever it becomes apparent that the matter is being considered. The member will not be entitled to vote on the relevant matter.

## **12 Annual General Report**

12.1 The advisory board shall arrange for the preparation in writing of an annual report, which shall be distributed to any interested parties. The document will report on the activities of the Parent Partnership Service, progress towards meeting targets and transacting any other relevant business.

## **15 Committees/Working Groups**

The advisory board will establish working groups as appropriate.

## **17 Alterations to the Constitution**

18.1 The constitution will be reviewed annually and may be altered as in 4.10.

18.2 The constitution may need to be reviewed from time to time in light of any changes to LA guidance.

## **18 Dissolution**

The Board may be dissolved by a resolution passed by a 75% majority of those present and voting at a Special General Meeting of the Board convened for that purpose

## **19 Distribution**

One copy of this Constitution will be presented to each board member, new members when they join, the Parent Partnership Manager and the LA.

## **21 Statement of adoption**

Leeds Parent Partnership Service Advisory Board have agreed to adopt this Constitution.

Chair

Vice Chair

Date of Adoption