



West Gloucestershire Schools Partnership Constitution

Agreed: 2012

Ratified: October 2025 (Amended to include Co-Vice Chair option)

To be reviewed: October 2026

1. NAME

The name of the organisation is West Gloucestershire Schools Partnership (WGSP).

2. AREA OF BENEFIT

WGSP will work together to ensure every school and individual in our partnership thrives, enabling us to raise the aspirations, attainment, and life chances of all children in our partnership.

3. POWERS

3.1

To achieve these aims, WGSP will:

- Provide a mutually supportive and challenging network for headteachers, staff, and governors in the WGSP.
- Provide high-quality, locally-based CPD, facilitating staff development and innovative projects.
- Support schools with national and local initiatives.
- Ensure strong links between local and national partners are developed, sustained, and communicated.
- Support schools in economically challenging times using a business management approach.
- Investigate the provision of economically viable services using Best Value principles.

3.2

Any property or funds raised will be used to enable WGSP to deliver its aims.

4. CONFLICT OF INTEREST

4.1 At the start of each Management Board meeting, members must declare any pecuniary or non-pecuniary interest. These will be recorded in the minutes.

4.2 If there is a conflict of interest, members must either leave the meeting for that discussion or remain but not take part in the discussion or decision-making.

5. MEMBERSHIP

5.1 Membership will comprise school headteachers within the WGSP who have enrolled and paid their annual membership fees.

- Each school will pay an annual membership fee based on a per-pupil rate.

- For non-academy schools: the membership year runs April–March, based on the preceding January census. Invoices will be issued in March.
- For academy schools: the membership year runs September–August, based on the roll at the start of the academic year.

5.2 Fees must be paid by:

- 31st May for non-academy schools.
- 31st October for academies.

Failure to pay by the deadline will result in the school being charged non-member rates for events.

6. MANAGEMENT BOARD (Composition)

6.1 The Management Board shall consist of 10–12 voting members, plus the WGSP Partnership Co-ordinator and Finance Officer (non-voting). Members shall be headteachers representative of:

- Small schools (fewer than 120 pupils).
- Larger schools (more than 120 pupils).
- Church schools.
- Federations.
- One other headteacher to reflect additional partnership characteristics (e.g. SEND, partnership headteacher).
- Five GAPH Executive Committee members, elected by West Gloucestershire headteachers.

6.2 Members must be WGSP headteachers. If a Board member ceases to be a WGSP headteacher, they also cease to be a Board member.

6.3 GAPH members will be elected for a two-year term to provide continuity on ongoing projects.

6.4 All other representatives will be elected for a one-year term.

6.5 If there are insufficient nominations for a category, the vacancy may be filled by another WGSP headteacher for the normal term.

6.6 Other professionals may be co-opted as associate members (non-voting).

6.7 If a Board member moves to another WGSP school, they may remain on the Board until the end of that academic year unless they choose to step down.

7. MANAGEMENT BOARD (Proceedings)

7.1 The Management Board will meet once per term (six times per year) to plan and oversee Partnership objectives.

7.2 Amended Clause (Co-Vice Chair Option)

The offices of Chair, Vice Chair (or Co-Vice Chairs) and Treasurer will be elected annually by the Board at its first meeting of the academic year.

Where the Board agrees, two Co-Vice Chairs may be appointed to share the role and responsibilities.

The Partnership Co-ordinator is excluded from these posts due to the contracted nature of the role.

7.3 Each Board member has one vote. Co-opted members have no voting rights. In the event of a tie, the Chair has the casting vote. A quorum is seven members.

7.4 Supply cover costs may be paid to release Board members attending meetings during teaching time.

7.5 In the absence of the Chair, the Vice Chair (or one of the Co-Vice Chairs) will preside.

7.6 Minutes must be kept of each meeting, recording attendance, decisions, motions (with proposer and seconder), and voting outcomes.

7.7 Vacancies arising from resignation or death may be filled at the next Partnership Network Meeting.

7.8 The Board may pass a resolution to remove a Board member absent from three consecutive meetings without permission.

8. MEMBERS MEETINGS

8.1 Partnership Network Meetings, comprising all WGSP headteachers (or a representative), will be held at least three times per year.

8.2 Governor representatives may be invited for relevant items.

8.3 The annual report and financial statements shall be presented at the first meeting of each academic year.

8.4 The Management Board must comply with all relevant legislation regarding the preparation and transmission of financial and annual reports.

8.5 An Extraordinary General Meeting (EGM) may be called by the Management Board or by 25% of member schools (rounded up).

8.6 Notice of EGMs must be sent to members at least two weeks in advance, including date, time, place, and agenda.

8.7 If the Chair or Secretary fails to call an EGM within two months of a proper request, any member may call the meeting by giving two weeks' notice.

9. INCOME AND PROPERTY

The Board will ensure that all property, staff, volunteers, and equipment are adequately insured, including public and employer liability cover as appropriate.

10. FINANCE

10.1 The Treasurer will oversee proper accounts, working with the Finance Officer.

10.2 The Finance Officer will present written accounts at each Board meeting. Approval must be minuted.

10.3 The Finance Officer will act as cashier.

10.4 All cheques/payments must be authorised by two Board signatories.

10.5 Annual accounts must be independently examined and presented to the next Board meeting.

10.6 WGSP funds must only be used for WGSP purposes. Payments to members are only permitted for legitimate employment or reimbursement of expenses.

10.7 Surpluses will be reinvested in the Partnership.

10.8 Day-to-day financial management is delegated to the Finance Officer within agreed limits.

11. MANAGEMENT OF STAFF

11.1 The Members will establish an Appointment Panel (minimum three Board members, at least two with Safer Recruitment qualifications) to appoint the Partnership Co-ordinator.

11.2 The Partnership Co-ordinator is accountable to the Management Board via the Chair.

11.3 Other staff appointments will be made jointly by at least one Board member and the Partnership Co-ordinator.

12. SAFEGUARDING

WGSP is committed to safeguarding and promoting the welfare of children. All activities will comply with statutory safeguarding requirements and the safeguarding policies of member schools.

13. DISPUTE RESOLUTION

In the event of a dispute between members or between a member school and the Management Board:

- The issue will first be raised in writing to the Chair.
 - If unresolved, an appeal will be heard by three impartial Board members.
 - If still unresolved, independent mediation may be sought.
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14. ALTERATIONS TO THE CONSTITUTION

This constitution may be amended by a resolution passed by at least 51% of headteachers (rounded up) present and voting at a Partnership Network Meeting.

15. DISSOLUTION

15.1 The Management Board will oversee the winding up of the Partnership.

15.2 All liabilities must be settled before remaining assets are distributed.

15.3 Remaining assets will be distributed to member schools on a per-pupil basis.

15.4 No assets may be distributed to individual headteachers.