Constitution

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1. **Overarching Aims of LPP**

To support create dynamic primary education in Leicester City by

* Generating collaboration
* Promoting Heads’ well-being
* Tackling barriers to schools' own improvement strategies
* Coordinating and sharing information
* Ensuring representation as key stakeholders
1. **Responsibilities of LPP**
2. LPP takes collective responsibility for the outcomes of all the primary children of Leicester City.
3. LPP provides a forum for discussion of the views of Primary Headteachers within Leicester City LA.
4. LPP provides a means by which those views can influence decisions relating to the provision of education in Leicester.
5. LPP works closely with other partners to ensure effective provision across the city and across the different phases of education.
6. **Structure, organisation and working practices**
7. **Membership**

All Leicester Maintained, Academy and Free primary schools that pay an agreed subscription are members of Leicester Primary Partnership (LPP) Ltd.

Benefits of contribution and responsibilities of membership

Members:

* are encouraged to attend meetings and to support LPP so that decisions are representative of the widest possible views.
* are encouraged to adhere to local policies that work in the interests of all city children.
* receive a weekly Newsletter and access to the CEO for support and advice.
* are asked to ensure that they contribute to the health and effectiveness of LPP
1. **LPP Executive**

Quorum: 3

The LPP Exec consists of Chair and Vice-Chair. Two people co-sharing these posts is encouraged whenever possible. The Chair(s) and Vice Chair(s) make up the Executive with the Strategic Lead Headteacher (CEO). These are elected by the membership and stand for up to three years. They are eligible for re-election.

Responsibilities

* + 1. To represent the views of its members and translates these into policy and practice. (See section 8)
		2. To plan the meeting pattern for the year bearing in mind the needs of LPP members.
		3. To manage the CEO
		4. To manage the performance of CEO
		5. Rarely, where time is of the essence, to make urgent decisions on behalf of all LPP schools in partnership with the CEO
1. **Directors**

Quorum: 3

The members appoint (and can remove) Directors

The directors of the company are the company’s agents and have such powers as are delegated to them. These include:

* Administration of finances
* Duty to promote the success of the company
* Duty to act within powers
* Duty to exercise reasonable care, skill and diligence
* Duty to exercise independent judgment
* Duty to avoid conflicts of interest
* Disclosure of interests in contracts

Delegation and committees

The directors may delegate specific tasks and functions but must be satisfied that they are delegating to a suitably qualified person who is honest, competent and reliable (whether this be to one or more directors or a third party).

To prevent a loss of control the board should ensure that clear reporting structures are in place and that the remit of the committee is clearly defined from the start.

1. **LPP Strategic Group**

Quorum**: 5**

The Strategic Group is formed from the Executive Group and the Chairs of Development Groups, or their representative. They will normally meet after each LPP meeting to confirm the action indicated by the meeting. They will also usually meet half-termly to provide input into the strategic direction of LPP

Responsibilities

1. To provide feedback to the CEO on pressing matters arising from members
2. To act as a conduit for communication to members.
3. To provide a view on which LPP mechanisms or groups would be best to forward an action.
4. To act as a representative group of Headteachers in forming policy and responses to consultation
5. To make recommendations to Directors about the strategic direction of LPP
6. **LPP meetings**

Quorum: 25% of membership (currently 21)

Half-termly meetings are aimed at Headteachers but they are welcome to bring a member of their Senior Leadership team when appropriate. Any Meeting notes are sent to all Headteacher members

**Annual General Meeting**

This will take place within the Summer term each year and members will receive the Directors report including the audited accounts for the previous financial year.

1. **CEO**

This is 0.6 post supports the work of the Leicester Primary Partnership. (A full job description is attached as Appendix 1.) The main strands of the work of the CEO are:

* Support LPP and build its capacity.
* Develop strong partnerships and confident plans.
* Champion good primary practice.
* Develop good communication and consultation with all partners.
* Raise funds and broker opportunities.
* Co-ordinate representation at all levels for primary heads.
* Provide a confidential opportunity for Senior Leaders to discuss concerns and also pastoral support
1. **Financial arrangements.**

LPP is funded through the voluntary contributions of schools.

1. **Development Groups.**

All Primary schools are allocated a Development Group (DG) based on geographical areas of the city. These DGs have an elected Chair. The CEO attends all groups regularly to listen to views and raise issues.

1. **Relationship with LA**

Although LPP is independent of the LA there is a close working relationship. The CEO is invited to meet regularly with Senior Officers and honest discussions are encouraged. LPP expects that the LA will provide to LPP any information, data etc. which is reasonably required by LPP in carrying out its duties. It also expects that the LA will work in partnership to secure effective education for all primary aged children. Some LA officers receive the LPP Newsletter to enable communication.

1. **Relationship with School Development Support Agency. (SDSA)**

The SDSA helped create City Primary Heads, the predecessor organisation to LPP. The organisation currently allows the purchase of its office space and admin resources by LPP. SDSA occasionally commissions work from LPP on behalf of the LA.

1. **Relationship with Secondary Education In Partnership.**

The CEO meets with the Director of EIP to discuss issues and policy.

1. **Relationship with Multi-Academy CEOs**
2. **Pattern of meetings.**

LPP meets regularly. (At least twice termly) The agenda for these meetings is proposed by the CEO and adjusted by the Strategy Group. These meetings are open to all members of LPP.

The LPP Executive meets rarely on its own but can be convened where a quick decision needs to be made or gives quick feedback electronically.

The LPP Strategy Group meets after each LPP meeting to agree actions to be commissioned. The group also meets at other key times.

1. **Communication Processes to ensure LPP actions are representative.**

Different methods will be employed taking into account timescales, content, possible impact and therefore importance. These can include:

1. Full consultation at LPP meetings.
2. Attending LA Leader Partnership Meetings when consultations are taking place.
3. Interim consultations at executive meetings.
4. CEO attending DGs and seeking advice from members present.
5. CEO seeking advice from all or groups of LPP members through the LPP website consultation facility.
6. CEO seeking advice and guidance from selected members around areas that are of less impact or importance.
7. **School Improvement functions**

LPP will commission projects where appropriate and each project will have its own set of financial protocol and governance.