



The Taunton Learning Partnership

1. **NAME OF THE ASSOCIATION:**
The name of the Association shall be "The Taunton Learning Partnership".

2. **MEMBERSHIP:**
Membership is available to all Primary, Secondary and Special Schools, Colleges of Further Education and PRUs in the Taunton and immediate geographical locality.
The membership list shall be updated at the AGM each year and is attached to the constitution as appendix 1.

3. **OBJECTIVES:**
The TLP exists in order to:

1. To develop and nurture a shared vision for all aspects of education across all Key Stages.
2. Increase the quality and range of children's learning opportunities.
3. Provide enhanced targeted staff development matched to individual and shared objectives.
4. Continue to develop leadership working collaboratively.
5. Engage with and involve parents/carers and the wider community in the activities of the TLP.
6. Encourage schools to work together.
7. Enable all children to recognise and develop a sense of community in Taunton and beyond.
8. To act as a pressure group for change and improvement.
9. Review and evaluate the work of the Taunton learning Partnership.

4. **STEERING COMMITTEE LEADERSHIP AND MANAGEMENT:**

4.1. **Officers:**

The Officers of the TLP will include:

Chair	}	Each post (except coordinator and secretary) to be subjected to annual re-election at the TLP AGM.
Vice-Chair		
Treasurer		
Secretary	}	Appointed to salaried posts, with pay and working hours agreed by the steering committee
TLP Coordinator		

4.2. **Steering Committee and Delegated Powers:**
The Steering Committee of the TLP exists to manage the ongoing affairs of the partnership. The number of members will be agreed by the TLP each year at it's annual conference
The make-up of the committee should include a minimum of four primary school representatives and two drawn from the secondary partners.
The steering group shall include the Chair, Vice-Chair, treasurer, secretary and coordinator of the TLP.
The chairs of each of the TLP Working Groups will automatically be co-opted onto the Steering Committee
Financial expenditure will be controlled by the steering committee through its meetings. However, the chair and vice-chair may together agree expenditure decisions of up to £1000 outside of the Steering Committee meetings

4.3 **Quorum:**
meetings of the TLP shall be quorate where each meeting is attended by at least 60% of the members of the partnership.
Meetings of the steering committee shall be quorate where over 50% of members are in attendance.

4.4. **Frequency of Meetings:**
The TLP shall meet termly with the AGM held in the Autumn term. The steering committee shall meet half termly

4.5. **Cooption of sub-committees:**
The steering committee or AGM will have the power to co-opt members and/or appoint subcommittees and prescribe the function, terms or reference and life span of any such sub-committee.

5. **EXTRAORDINARY GENERAL MEETING:**
An Extraordinary General Meeting shall be convened at the request in writing to the Secretary of at least 10 members of the Association. Such a meeting shall be held within 21 days of the request being made.



6. THE DUTIES OF THE SECRETARY:

- 6.1. The Secretary shall keep the minutes of meetings of the Partnership and shall submit them for approval at the subsequent meeting;
- 6.2. The Secretary shall be responsible for the sending of the agenda to members of the Association not less than 7 days before a each Annual General meeting;
- 6.3. Nominations of candidates for election as officer shall be received by the Secretary not later than 48 hours before the Annual General Meeting. In the event of there being insufficient nominations to fill all the posts available, the Chairman of the meeting may accept nominations at the meeting;
- 6.4. All notices and nominations shall be addressed to the Secretary at the relevant school or College.

7. FINANCE DUTIES OF THE TREASURER:

- 7.1. The Treasurer shall keep account of all income and expenditure and shall submit accounts, as at 31st August, duly audited, at the AGM;
- 7.2. The Treasurer shall maintain an account in the name of the Association at the Treasurers School.
- 7.3. Members of the Partnership will make an annual contribution of £2 per pupil up to a maximum of £1000 for secondary schools and £500 for primaries. Pupil numbers shall be based on January PLASC figures and contributions shall be made by 1 July for the coming academic year.

8 DUTIES OF THE COORDINATOR

- To audit, coordinate, develop and implement the Taunton Strategy for extended schooling
- To coordinate (with the chair) and service meetings of the T.L.P
- To coordinate meetings of the T.L.P. Steering Committee
- To manage (in conjunction with the treasurer of the steering committee) the T.L.P. budget and services
- To plan (with the Steering committee) and coordinate the annual T.L.P. Conference
- To lead in the drafting and implementation of the T.L.P. Annual Improvement Plan
- To maintain and support the work of the T.L.P. Improvement Plan sub-groups
- To liaise with the LEA and other organisations relevant to the effective work of the T.L.P.
- To monitor and evaluate the work of the T.L.P.
- To produce relevant termly reports for members of the T.L.P
- To publicise and promote the work of the T.L.P.
- To identify and seek to acquire external source of funding in support of the aims of the T.L.P.

9. AUDITOR:

The accounts and books of the TLP will be compliant with the Education Finance end of year procedures.

An Auditor, not a member of the Committee, shall be appointed annually by the Steering Committee to audit the accounts and books of the Association in time for the AGM, where they will be presented.

The funds shall be applied solely for the development of the Association's stated objectives and thereafter reflected in the one year development activities/plans, and with the approval of the Association in the general meeting of the Committee of Management.

10. DISSOLUTION:

In the event of dissolution of the Association the remaining funds shall be returned to the individual partner school in the ration of the contributions made.

11. MATTERS NOT COVERED BY THE CONSTITUTION:

Any matter not provided for in the constitution shall be dealt with by the steering committee, whose decision shall be deemed to be that of the Association. Every matter dealt with under this Clause shall be reported to the next Annual General meeting of the Association.

12. ALTERATION OF THE CONSTITUTION:

No alteration of the constitution may be made except at an Annual General meeting of the Association or an Extraordinary General Meeting called for the purpose. Details of the proposed alterations shall be included in the agenda as sent out by the secretary. Any such alterations shall become effective if carried by a two-thirds majority of those voting at the meeting.