



Constitution

1. The Name

The name of the group is **Staffordshire Parent Forum Group (StaffsPCF)**;

Hereafter referred to as **StaffsPCF**.

2. The Aims and Objectives

- To be the strategic consultative body representing families of children with special and additional needs, providing a liaison point for Statutory and Voluntary Agencies within Staffordshire and for those groups who have an interest and/or expertise in the field of SEND and Staffordshire LA.
- To promote and enhance constructive dialogues between parents, parents' groups and professional bodies within Staffordshire.
- To collectively put forward the voice of all parents/carers of special and additional needs children **without championing individual cases**.
- To champion relevant issues in relation to children with special and additional needs, and their families within Staffordshire.

3. Membership

Membership of StaffsPCF is open to adult family members and carers of any child or young adult with special and/or additional needs, up to the age of 25 years and who live in or receive services from the county of Staffordshire, without regards to disability, political or religious affiliation, race, sex or sexual orientation. Bereaved members are still able to be members for up to 3 years.

The Membership Secretary of StaffsPCF, or nominated administrator, must keep a register of members, and will ensure compliance with data protection law. Records to be kept by the nominated administrator.

If the Steering Group considers that any member's conduct is in any way harmful to the aims and objectives of StaffsPCF the steering group will reserve the right to terminate membership. The member has the right to be heard by the Steering Group before a decision is made and can be accompanied by a friend.

It is important that members enjoy their membership of the StaffsPCF and that members are made to feel welcome and foster a sense of wellbeing. Not only is this important for individuals but will also enhance the effectiveness of the group.



Types of Membership

Parent/Carer Member

Parent/ Carers who register to receive our e-bulletin, survey recipient, attend events, raise issues, provide feedback, etc.

Parent Representative

An individual who is also a member of the PCF with an interest, skills and knowledge of SEND who wishes to support the forum steering group through involvement in delivery of specific projects on behalf of the PCF, in coordination with the steering committee.

Steering Group Member

An individual who is also a member of the PCF with an interest, skills and knowledge of SEND who is involved in the day to day and strategic running of the forum and specific projects on behalf of the PCF.

Associate Member

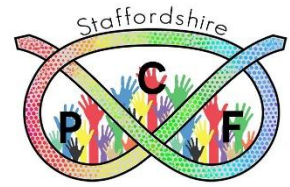
Is an individual with an interest, skills and knowledge of SEND who wishes to support the work of the forum steering group by sharing information at steering group meetings. Associate members have no voting rights. Their role in the specific project will be set out in writing by the steering committee.

4. Management – SPCF Steering Group

The StaffsPCF Steering Group have day to day responsibility for the finances and membership registration. It is also responsible for setting the organisations direction and future planning. It will comprise of a (desired) minimum of Three (3) and a maximum of Twelve (12) members. Steering Group Meetings will usually be held monthly. There will be at least 4 meetings per year.

Roles within the Steering Group will be appointed as and when required.

- a. The inaugural Steering Group members shall be those elected at the initial AGM. The StaffsPCF members will annually elect Officers on the committee from the full membership of StaffsPCF at the AGM.
- b. Any member wishing to be elected as an Steering Group member will need to seek nomination by at least two members of the StaffsPCF Steering Group before the AGM.
- c. The StaffsPCF may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to Steering Group for ratification of any decisions.
- d. If a Steering Group member has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- e. Any Steering Group Member in an official dispute and/or seeking legal advice will have to notify the Steering Group and not to represent StaffsPCF in any conflicting matters.
- f. If an official dispute becomes legal (i.e. Judicial Review or e.g. in dispute with the LA/ESFA at stage 2 level complaint or above), the Steering Group Member will automatically become an



Associate Member and will have to step down from any Steering Group roles and duties.

- g. If an official dispute has been resolved, the Associate Member can request to be a Steering Group Member again by writing to the Committee.
- h. Steering Group Members are reminded to send their apologies if they are unable to attend a meeting. Failure to do so in 3 consecutive meetings may result in the member losing their Steering Group member position.
- i. The StaffsPCF may have no more than two Associate members who will not be entitled to vote.
- j. A quorum, a minimum of Three (3) members, of the StaffsPCF will be needed to make any financial or significant decisions (for example commitments which leave the PCF open to financial, reputational, operational risk,).
- k. Each Steering Group member has one vote.
- l. Members may stand down at any time by notifying a member of the Steering Group
- m. Decisions where possible will be made by consensus or where not possible by a majority vote.
- n. Minutes will be taken and circulated by the Secretary or nominated administrator. Minutes are not confidential once agreed unless sensitive or personal information is recorded, in which case the minutes will be redacted.

5. Powers

In furtherance of the aims and objectives the group may:

- a. Apply funds to carry out the work of the forum
- b. Raise funds by any lawful means except permanent trading, with prior consent from grant holding body.
- c. Accept gifts and donations for the group.
- d. Do anything else within the law which is necessary for the group to carry out their aims and objectives.
- e. Co-operate with and support other VCSE groups with similar purposes.

6. Special General Meeting

A Special General Meeting can be called by at least 3 members of the StaffsPCF when some special or urgent business has to be considered. Such meetings will be called in writing 14 days in advance. A quorum for such meetings shall consist of a minimum of 2 quarters of Steering Group members.



7. Annual General Meeting

Notice and agenda of the AGM and nomination papers for election of officers shall be sent to all members at least 14 days prior to the date of meeting.

The Annual General Meeting shall aim to meet in February (or within 9 months from accounts end of year) annually for the following purposes:

- a. To elect officers and members to the steering group
- b. To present and report the work of the StaffsPCF for the year end
- c. To present a Financial report for approval of members
- d. Minutes of the AGM will be recorded and presented at next AGM for approval

8. Finance

- a. The StaffsPCF funds shall be applied solely towards the promotion of the aims and objectives.
- b. Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for StaffsPCF.
- c. Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for StaffsPCF.
- d. Funds are to be held by a nominated account holder, to receive the current grant, whereby payments must be approved by any two of the three nominated signatories.
- e. We will adhere to the StaffsPCF financial procedures policy

9. Dissolution

If StaffsPCF is dissolved and there are funds held in relation to grants these will be returned to the relevant bodies. Any remaining assets after satisfying any outstanding debts and liabilities will be distributed to another Parent forum within the Midlands with the same aims and purpose. The members at the time will vote for the relevant charity whose beneficiaries are children with special and/or additional needs and/or their families.

10. Amendment to the Constitution:

This document may only be amended by a resolution passed at an Annual General Meeting. This Constitution was adopted on behalf of the Forum by the Steering Group.



Staffordshire Parent Carer Forum

1. Name: _____
Signed: _____

2. Name: _____
Signed: _____

3. Name: _____
Signed: _____

4. Name: _____
Signed: _____

Adopted: 17/09/2021
By: PCF Steering Group
Reviewed: 20/02/2024, 13/05/2025, 02/06/2026
Next Review: 02/06/2027