



~ Working together to improve the lives of all Devon's children ~

Constitution of the Devon Association of Primary Headteachers

1. Role

- 1.1. The name of the "association" is the Devon Association of Primary Headteachers or DAPH.
- 1.2. The association shall be an independent, non-union, non-sectarian organisation that shall concern itself with the promotion of good practice in Primary phase education.
- 1.3. The DAPH Office shall be based at Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate, Devon, EX2 7FW until further notice.

2. Aims

- 2.1. To support the headteachers, deputy and assistant headteachers in a mixed economy of primary schools in Devon.
- 2.2. To provide professional development and conferences.
- 2.3. To provide representation on behalf of Devon primary schools and a means of consultation for the Local Authority (LA).
- 2.4. To enable effective communication between schools, the LA and other organisations.
- 2.5. To liaise with outside agencies and national bodies.
- 2.6. To work in collaboration with Local Learning Communities and the other phase associations (Devon Association of Secondary Headteachers - DASH, Special Heads Association of Devon - SHAD and Devon Association of Governors - DAG) to promote and develop the Vision for Learning for Devon's children.
- 2.7. The Aims of the Association are summarised by the following statement and are to be followed by all members when representing Devon primary schools:

"DAPH represents and supports school leadership and leadership development across all schools in Devon. As an association we seek to represent views which enable strategic decisions to be taken in the best interests of all children.

Equity of opportunity, which could mean an inequitable distribution of resources, is the driving principle that allows decisions for children's specific needs to be met. Not all children have the same needs, so good decision making is often about creating the appropriate diversity to meet their needs.

Our organisation is committed to partnership working, to which end, good communication is key."

3. Membership & Structure

- 3.1. All serving headteachers of Devon's maintained Primary, Infant, Nursery and Junior Schools are automatically members of the Association.
- 3.2. All serving headteachers of independent schools, including academies and/or free schools are able to subscribe to become members of Devon Association of Primary Headteachers.

- 3.3. Heads of Teaching & Learning, deputy and/or assistant headteachers and other members of school leadership teams have access to and may participate in the activities of the Association.
- 3.4. Before the end of the summer term each year the 31 Local Learning Communities (LLCs) shall each elect a DAPH representative for the beginning of the new school year.
- 3.5. Alterations and amendments to the Constitution may be made at either the Annual General Meeting (AGM) or at an extraordinary meeting provided that such proposed alterations and amendments are forwarded to the DAPH Executive Committee 21 days before the AGM or extraordinary meeting.
- 3.6. The association's year shall be the same as the school academic year.

4. Executive Committee (Election & Terms of Office)

- 4.1. The Executive Committee of the association shall be elected by and from the DAPH membership at the Annual General Meeting (AGM).
- 4.2. The Executive Committee shall have the power to co-opt up to 2 additional non-voting Associate members onto the Committee from the serving headteachers, deputy and assistant headteachers of Devon Schools. Any agreement to this effect should be clearly recorded in the minutes together with any defined roles and responsibilities if applicable.
- 4.3. The Executive Committee shall consist of 5 elected members.
- 4.4. DAPH members shall be invited to nominate themselves for a position on the Executive Committee of the Association and submit a statement to support their nomination. Nominations should be received no later than 7 calendar days prior to the date of the AGM.
- 4.5. In the event that the number of nominations exceeds the number of vacancies on the Executive Committee then a ballot shall be held at the AGM when all DAPH members present at this meeting shall be eligible to vote with the exception of the nominated candidates.
- 4.6. The Returning Officer for this ballot shall be the DAPH Business Manager.
- 4.7. The role of elected members on the Executive Committee shall be subject to a Service Level Agreement signed by the Association, Governing Body of the school and the headteacher.
- 4.8. Membership of the Executive Committee shall normally be for two years.
- 4.9. Each year, at the AGM, at least two of the five elected members of the Executive Committee shall stand for re-election. This would normally be the longest serving members of the Executive Committee with the exception of the Chair and Chair Designate.
- 4.10. In the event that it is necessary for a member of the Executive Committee to resign or relinquish their position for any reason, a minimum notice period of half a term shall be given wherever possible.
- 4.11. In the event of a fully elected member resigning from the Executive Committee, an Extraordinary General Meeting (EGM) shall be called within 21 days and the vacant position advertised to the DAPH membership. Members shall be invited to stand for election to the Executive Committee for a term of two years or until the date of the Annual General Meeting in the following year whichever is sooner.
- 4.12. The process for election shall follow the procedures for the AGM outlined in 4.3 - 4.5 above.

5. Officers (Election & Terms of Office)

- 5.1. Members of the Executive Committee shall be invited to nominate themselves for the positions of Chair or Vice Chair of the Association respectively.
- 5.2. The position of Chair shall be elected annually at the first Executive Committee following the AGM and shall be subject to a Service Level Agreement signed by the Association, Governing Body of the school and the headteacher.
- 5.3. The Chair shall normally serve for a term of two years and at the end of this term remain on the Executive Committee for a minimum period of one year to promote continuity.
- 5.4. The position of Chair "Designate" shall be elected by the Executive Committee biennially in the final year of office of the residing Chair and no later than 31st March. The incoming Chair shall take up office immediately following the AGM in the same year.

- 5.5. The position of Vice Chair shall be elected annually at the first Executive Committee following the AGM and shall be subject to a Service Level Agreement signed by the Association, Governing Body of the school and the headteacher.
- 5.6. In the event that it is necessary for the Chair or Vice Chair to resign, or has to relinquish their office for any reason, a minimum notice period of one term shall be given wherever possible
- 5.7. In the event that the Chair resigns, or has to relinquish his/her office for any reason, the Vice Chair shall act as Chair until a successor is appointed at the next meeting of the Executive Committee.
- 5.8. In the event that the Vice Chair resigns, or has to relinquish his/her office for any reason, a successor shall be appointed for the remainder of the year at the next meeting of the Executive Committee.
- 5.9. If both the Chair and Vice Chair resign, or have to relinquish their offices for any reason, the executive Committee shall hold a special meeting within 28 days to elect their successors, with such meeting chaired by the DAPH Business Manager until the Chair is elected.

6. Financial Arrangements

- 6.1. The financial year of the association for accounting purposes shall be aligned to that of Devon County Council.
- 6.2. The association shall be able to generate its own funds and be supported by contributions from the LA or other bodies.
- 6.3. The Executive Committee may authorise any funds not held with Devon County Council to be deposited in a bank of the Executive Committee's choice.
- 6.4. Each cheque must be signed by 2 out of 3 authorised signatories in accordance with the DAPH Finance Policy which is subject to annual review.
- 6.5. A financial report shall be prepared annually and be available for inspection at the AGM.
- 6.6. All accounts shall be audited annually.

7. Meetings

- 7.1. The Chair shall conduct all meetings the Executive Committee except that in his/her absence the chair shall be taken by the Vice Chair. If both are absent from a meeting the executive Committee shall elect a chair for that meeting.
- 7.2. The Annual General Meeting of the association shall be held in the summer term.
- 7.3. The Executive Committee shall meet at least 6 times a year to regulate the affairs of the Association.
- 7.4. Individual members of the Executive Committee are expected to attend at least 75% of DAPH Executive Committee Meetings during the course of the Association's year.
- 7.5. The Executive Committee shall be quorate when at least 3 of the elected members are present.
- 7.6. An extraordinary meeting of the association may be called by written request to the Chair by 15% of the membership. The Chair would then give 21 days written notice to all members.
- 7.7. Elected Associate, additional members of the Association and independent advisers may be invited to the meetings of the Executive Committee from time to time.

8. Representation on Local Authority (LA) Working Groups and other Statutory Boards

- 8.1. At the first meeting of the Executive Committee following the AGM, the Chair, Vice Chair, 3 other Committee members (comprising of no more than one Associate member) and 2 reserves shall be nominated by the Executive Committee to represent DAPH on the Devon Education Forum (DEF). These representatives shall all hold the position of headteacher.
- 8.2. In the absence of an umbrella academies group, the DAPH Executive will determine and nominate the scope of DAPH representation on DEF from within the Executive Committee. This will be broadly proportionate to the ratio of primary phase pupils within each of the LA maintained and academy (to include free schools) sectors. Nominations for academy representation at DEF will be subject to approval by the Governing Bodies of Academies or, in the absence of such approval, an alternative candidate being put forward by the same.

- 8.3. In addition, Executive members shall be expected to stand on at least one other of the main sub-groups which report directly to DEF.
- 8.4. The remaining representatives on the sub-groups which report directly to DEF shall be commissioned to represent the Association on an annual basis. These representatives shall all hold the position of headteacher.
- 8.5. DAPH members shall be invited to nominate themselves for a Commissioned role as a DAPH representative on the sub-groups which report directly to DEF and submit a statement to support their application.
- 8.6. Applications for Commissioned roles will be considered and appointed at meeting of the Executive Committee held as soon as possible following the closing date for applications.
- 8.7. The role of these Commissioned representatives shall be subject to a Service Level Agreement signed by the Association, Governing Body of the school and the headteacher.
- 8.8. From time to time, the Association may appoint other representatives to undertake special project work on a commissioned basis subject to a Service Level Agreement signed by the Association, Governing Body of the school and the headteacher.
- 8.9. All other members of the Association have the right to represent the Association on LA and/or other consultative working groups which arise from time to time and shall be nominated by the Association in agreement with the member concerned. Reimbursement for attendance at these meetings shall normally be paid by the LA.
- 8.10. All representatives (Executive Committee, Commissioned and other members) are required to attend meetings regularly and report back to the Association on the content of meetings in particular on all matters affecting primary schools.

9. Dissolution

- 9.1. The Executive Committee shall have the power to wind up the association and dispose of its assets provided that notice of intent has been given to all DAPH members.
- 9.2. If no written representation has been made to the Chair to retain the association within forty days of the notice of intent being posted the association may be wound up.
- 9.3. Representation to retain the association must be 15% of the membership or more.
- 9.4. All assets outstanding at the winding up of the association shall be given to the LA for use in Devon's Primary Schools.

Adopted at the DAPH Annual General Meeting on 6th July 2011.

Effective from 1st September 2011