

# Islington Headteachers' Network Constitution



## Objectives

- To campaign for the maintenance of, and improvement in, the quality of publicly funded education in the London Borough of Islington.
- To provide mutual support and advice to headteachers within LBI
- To offer a forum for debate and dialogue on education issues
- To act as a voice for Islington headteachers with other organisations concerned with the quality of education

## Membership

Membership is open to all state funded education settings in the London Borough of Islington on receipt of £500 subscription.

Subscriptions are drawn down once per year.

## Voting and Attending Rights

The right to attend or vote at meetings shall be conferred on the headteacher of a subscribing school, or on any named proxy, or on a substitute representative nominated by the school's headteacher. Substitute representatives and those holding proxy votes shall be allowed to vote at meetings when the nomination of the substitute or proxy has been registered before the meeting with the Chair or Clerk. When a person ceases to be the headteacher of a subscribing school, his/her voting and attendance rights automatically lapse.

## Executive Committee

The management of the IHn shall be conducted by the Executive Committee, consisting of the core officers of Chair, Vice Chair, Treasurer and other members to represent constituent groups if they are not represented in the core. The constituent groups include a range of education settings across the London Borough of Islington that is state funded. The IHn strive to ensure representation from all education settings in the London Borough of Islington.

The Executive Committee will be elected by the heads of subscribing schools from among their number.

The term of office of each executive member will be four years.

No individual may hold the office of executive member for more than two consecutive terms, but may be reappointed for a subsequent term of office after one year out of office.

# Management Functions

The functions of chairing meetings, acting as the network's spokespeople with representatives of other bodies, such as DfE, LBI, or media, will be carried out by the executive.

The role of proposing annual subscription, organisation of subscriptions, maintaining accounts and the writing of cheques will be carried out by the Treasurer. A second signatory to the accounts will be drawn from the membership of the network.

A clerk will be appointed by the executive to undertake administrative duties, including the organisation and minuting of meetings, undertaking correspondence and the management of the network website.

The Executive shall have the power to delegate their functions to other individual members, or a working party, to assist them in their work.

# Meetings

Three General Meetings are held each year, one in each term. The dates are decided by the Executive Committee and shared with all members at the AGM which is in the Autumn term.

The Treasurer will present a report on the externally audited accounts at the AGM.

Special meetings shall be called at any time by the Executive, or on receipt by the core officers of the Executive of a written meeting request, signed by representatives of at least three subscribing schools. The business to be transacted at such meetings shall only be that specified on the written meeting request. The Executive shall react to any such meeting request within seven days of receipt and shall normally give seven, and no more than twenty one, days' notice of the meetings so requested.

# Quorum

The quorum for all meetings shall be a third of the subscribing schools. Subscription shall be determined by the Treasurer. Proxy votes will not be included in the quorum figure, but authorised substitutes will be.

# Amendments to the Constitution

The adoption of this constitution and any subsequent amendment thereto can be made at any executive committee meeting when it has been passed by a majority of two-thirds of the members present and voting.

January 2020

The constitution is to be reviewed in January 2024