

Developing a Constitution

Guidance note for Schools, Parents, and Community Partners

A constitution sets out how a School Pipe Band Volunteer Committee is structured, how it makes decisions, and how it supports the safe, effective running of the school pipe band. It provides clarity, accountability, and continuity for parents, tutors, and the school. The outline below offers a simple, school-appropriate framework.

1. Purpose of the Committee

State clearly why the committee exists. Typical purposes include:

- Supporting the school pipe band programme through fundraising, logistics, and volunteer coordination
- Ensuring activities are safe, inclusive, and aligned with school policies
- Strengthening communication between tutors, parents, and the school
- Promoting pupil wellbeing, musical development, and positive participation

A short purpose statement helps everyone understand the committee's role.

2. Membership

Define who can join and how members are appointed.

- Parents/carers of pupils involved in the band
- Tutor/instructor representative
- School representative (e.g., Head Teacher or Depute)
- Optional roles: Events Coordinator, Treasurer, Secretary, Communications Lead

Include:

- How long members serve (e.g., one-year renewable term)
- How new members are recruited or elected
- Expectations around attendance and conduct

3. Office Bearers

Outline the key roles and responsibilities:

- **Chair** – leads meetings, ensures good governance, liaises with school
- **Secretary** – keeps minutes, manages communication
- **Treasurer** – manages funds, keeps financial records, reports to committee
- **School Representative** – ensures alignment with school policies, safeguarding, and pupil wellbeing

State how office bearers are chosen (election or appointment) and how long they serve.

4. Meetings

Set out how the committee meets and makes decisions.

- Minimum of one meeting per term
- Quorum (e.g., at least 3 members including one office bearer)
- Decision-making process (majority vote or consensus)
- Requirement to keep minutes and share them with the school

This ensures transparency and continuity.

5. Safeguarding Responsibilities

Include a short safeguarding statement:

- The committee must follow the school's safeguarding and child protection procedures
- All activities must comply with school policies, including supervision, consent, and risk assessment
- Volunteers must never replace the school's safeguarding responsibilities

This keeps safeguarding aligned with local authority standards.

6. Finance and Fundraising

Outline how money is handled:

- All funds must be used for the benefit of the school pipe band
- Treasurer keeps accurate records and provides termly updates
- Two-signatory rule for payments (where applicable)
- Fundraising must follow school policies and financial procedures

This protects volunteers and the school.

7. Conduct and Expectations

Include simple behaviour expectations:

- Treat all pupils and adults with respect
- Promote inclusion and positive participation
- Follow school policies at all times
- Avoid favouritism, inappropriate communication, or unsupervised contact with pupils

This reinforces safe, positive practice.

8. Amendments and Review

State how the constitution can be updated:

- Reviewed annually
- Amendments approved by the committee and the school
- Changes communicated to all members

This keeps the constitution relevant and functional.

9. Dissolution

Include a short clause:

- If the committee dissolves, remaining funds must be transferred to the school for pipe band activities

This prevents ambiguity.