



With Others We Succeed

Constitution and Rules

1. Name

The name of the organisation shall be **WOWS**.

2. Vision

The vision of the organisation is:

- To work collaboratively to raise standards, strive for excellence and offer an enriched curriculum to ensure that the potential of all children and adults of the member schools is realised.
- To support all children and adults in our school communities in becoming active and effective members of society.
- To provide a service of high quality, by strategically planning and managing the future together.
- To offer mutual support to the member schools and their communities.

3. Membership

Membership of the groups shall be open to the following Primary and Special Schools:

Hope School	Orrell Holgate	St Jude's Catholic
Highfield St Matthew's CE	Orrell Newfold	St Paul's CE
Lamberhead Green	St Aidan's Catholic	Winstanley
St James' Catholic	Worsley Mesnes	Westfield
Marus Bridge	St James' CE	St Johns' Pemberton
St Cuthbert's Catholic	St Mark's CE	Marsh Green

Other schools may be invited to take part in WOWS activities.

4. Eligibility for Office

- 4.i Only the Headteacher of a member school may hold office in Headteachers' meetings or Strategic Leadership Meetings (with Deputy and Assistant Headteachers).
- 4.ii The Treasurer of the WOWS Network shall be the Headteacher of a member school, with the role delegated to a suitably qualified member of staff within the named Headteacher's school.
- 4.iii Annual elections for officers shall normally take place at the first meeting of the school year – the Annual General Meeting (AGM).

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5. Officers and Duties

5.i Mentoring

All Headteachers shall take up a mentoring role, as appropriate and by agreement with any newly appointed Headteacher within Wows. The purpose of this is to ensure that sufficient support and attention is given to new Headteachers in their first year of the post.

5.ii Lead Headteachers

See Appendix 1, describing Headteacher roles within and on behalf of the Local Authority.

5.iii Wows meetings

Chair – appointed by having held the role of Vice Chair in the preceding year

- To conduct the meetings in a proper manner.
- To have the final decision upon the agenda for meetings.
- To call such additional meetings as may be necessary.

Vice Chair - appointed by members' ballot at each AGM

- To undertake the duties of the Chair in his/her absence.
- To become the Chair in the following year and take the chair during the election of officers at that AGM.

Minutes Secretary – honorarium post, appointed annually

- To keep a true and accurate record of the proceedings of each meeting.
- To prepare and distribute the necessary papers at least one week before the date of each meeting.
- To forward relevant records of meetings to other parties, including the Local Authority, as appropriate.
- To maintain any official correspondence.

Treasurer – appointed by agreement with all Headteachers and reviewed annually

- To keep a true and accurate record of the accounts of all the functions and expenses of the Network.
- To submit accounts to each meeting.
- To submit annual accounts, duly audited, to the first meeting of the school year (the AGM).

There shall be one auditor, who shall not be a member of the Wows Network.

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6. Meetings and their Conduct

- 6.i A meeting of the members shall take place on a regular basis.
- 6.ii The dates of meetings shall be fixed for the year at the AGM.
- 6.iii Other meetings may be called with the agreement of the majority of members.
- 6.iv Agreement to proposals shall be reached through resolution.
- 6.v The quorum, necessary for the transaction of business and/or passing of resolutions shall be 12.
- 6.vi Only Headteachers, Deputy Headteachers or Assistant Headteachers of the schools may take part in the resolution.
- 6.vii Where a member has not attended 3 consecutive meetings, a support phone call shall be made by the Chair.
- 6.viii An agenda for a forthcoming meeting and the minutes of the previous meeting shall be circulated to members at least one week before the meeting.
- 6.ix Visitors may be invited to attend meetings at the discretion of the members and with the agreement of the Chair.

7. School Improvement Groups

- 7.i At each AGM, WOWS members shall agree on the school improvement groups needed for the forthcoming year, based on the development needs of the WOWS schools as a whole.
- 7.ii All Headteachers, Deputy Heads and Assistant Heads shall take a leadership role in any school year, in one of these school improvement groups.
- 7.iii School improvement groups shall meet on a regular basis, carry out agreed school improvement activities and report back to the next WOWS Headteachers' or strategic leadership meeting.

8. Finance

- 8.i The finance committee shall meet to ensure that all WOWS financial procedures are conducted in line with current and relevant legislation and meet the SFVS requirements of the host school.
- 8.ii The Treasurer shall, under the direction of the members, administer the accounts of the Network, which shall consist of the following:
 - Current Account, which shall contain the funds necessary to run the day to day expenditure of WOWS.
 - Deposit Account (or equivalent), which shall contain the remainder of network funds and yield a higher interest rate.
 - Cheques – all cheques or banker's orders drawn upon any account of WOWS shall be signed by any two members of WOWS.

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9. Alteration of Rules

Any additions or alterations to the rules shall be approved by members of WOWS, or a quorum thereof.

10. Dissolution

- 10.i Other than in its capacity and duties as Wigan South Consortium, WOWS may be dissolved at any time by a resolution passed by a majority of the members at a meeting. The resolution shall be voted on at a meeting and only after at least 21 clear days' notice of the resolution has been given to members.
- 10.ii Such resolution shall give instructions for the disposal of any assets held by or in the name of WOWS after all debts and liabilities of WOWS have been satisfied.
- 10.iii Such distribution shall not take place until at least 3 months after the dissolution of WOWS.

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WOWS Aims and Objectives

Vision Statement

The vision of the organisation is:

- To work collaboratively to raise standards, strive for excellence and offer an enriched curriculum to ensure that the potential of all children and adults of the member schools is realised.
- To support all children and adults in our school communities in becoming active and effective members of society.
- To provide a service of high quality, by strategically planning and managing the future together.
- To offer mutual support to the member schools and their communities.

Aims

We aim to:

- Collaborate to achieve high standards for all.
- Provide the highest quality of service possible.
- Identify success criteria for each initiative in order to recognise, assess and celebrate success.
- Establish and maintain a system for supporting financially the work of WOWS.
- Actively assist and encourage the involvement of all children and adults in the development and achievement of WOWS' objectives.
- Establish, evaluate and review development plans for any initiatives undertaken.

Objectives

We will:

- Establish management structures that ensure collaborative ownership of WOWS activities.
- Maximise the use of available resources and maintain financial support.
- Encourage and provide the opportunity for children and staff to share curriculum enrichment activities across the network of schools.
- Encourage social links between WOWS schools.
- Establish an annual action plan for WOWS, with evaluation and review completed annually.
- Seek opportunities to publicise the work of WOWS and promote opportunities for participation by all members of our communities.

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Appendix I

Under the Wigan Local Authority's Consortium model for school improvement:

- WOWS Headteachers shall appoint four Lead Headteachers at their AGM, to provide school to school support as detailed in LA documentation.
- Consortium finances shall be managed appropriately by an appointed WOWS school, by shared agreement.
- At least one Lead Headteacher shall represent WOWS at each meeting of the Primary Improvement Board.
- Minutes and other notes of such meetings shall be shared with and discussed by the other Leads at their separate meetings.
- Key information from each PIB meeting shall be shared with all other Consortium Headteachers at WOWS meetings.