

NOVEMBER 2018



“Leaders Advancing Learning”

ASSOCIATION OF DIRECTORS OF EDUCATION IN SCOTLAND

1 NAME

The name of the association shall be the “Association of Directors of Education in Scotland”, hereinafter referred to as “ADES”.

2 PURPOSE

ADES is an independent professional network for leaders and managers in education and children’s services. We inform and influence education and children’s services policy in Scotland working in partnership with local and national government and other agencies. We also offer a wide range of professional development activities and opportunities for our members.

We are committed to improving educational provision in Scotland to ensure that all young people fulfill their potential and achieve positive destinations and outcomes.

3 ESTABLISHING OUR PRIORITIES

ADES will set priorities through its Networks the Executive group. Attendance at Network meetings will be open to all members and, consequently, dates of Network meetings, agenda and notes of meetings will be available to the whole membership.

4 MEMBERSHIP

There shall be three categories of membership, as follows:

4.1 Ordinary Membership

Ordinary Membership of ADES shall be open to those engaged in the leadership of education at a senior managerial level within Local Authorities in Scotland.

4.1.1 Applications for Ordinary Membership shall be made to the Executive Committee which shall be empowered to approve membership or otherwise.

4.1.2 Any person whose application for membership is not approved by the Executive Committee shall have the right to request that the matter be considered at the next General Meeting of ADES where a simple majority of those attending and voting shall determine the issue.

4.2 Associate Membership

There shall be an Associate Membership category within ADES. This shall be open to - former Ordinary Members; others, not employed in an education authority, who are engaged at a broadly similar level in educational leadership or at a senior level within Children's Services; and those who formerly discharged such roles.

4.2.1 Application for Associate Membership shall be made individually to the Executive Committee which shall be empowered to approve membership or otherwise.

4.2.2 Associate Members shall be entitled to attend Network meetings, the Annual Conference and related activities, and Annual and Extraordinary General Meetings, but shall not have voting rights and shall not be eligible to chair networks of ADES.

4.2.3 Associate members will pay 80% of the subscriptions of ordinary members.

4.2.4 It is the responsibility of Associate members to declare any conflict of interest or potential conflict of interest.

4.3 Honorary Membership and Lifetime Membership

There shall be Honorary Membership and Lifetime Membership categories within ADES. Members may be invited to become Honorary Members of ADES. This would be solely on the recommendation of the Executive. Lifetime Memberships will be bestowed by the Executive to recognise the contribution made to the work of ADES by an individual.

4.3.1 There shall be no membership fee in respect of these membership categories.

4.3.2 Honorary Members and Lifetime Members shall be entitled to attend Network meetings, the Annual Conference and related activities, and Annual and Extraordinary General Meetings, but shall not have voting rights and shall not be eligible to chair networks of ADES.

4.4 Voting

Paid up ordinary members shall be entitled to vote on all matters relating to ADES.

5 ORGANISATION

5.1 ADES shall operate as a national organisation through - the Executive; the Networks; Staff College Scotland (SCS) formerly known as the Virtual Staff College; and the Directors' Forum.

6 OFFICE BEARERS OF ADES

6.1 The office bearers of ADES shall be: President, Vice-President, General Secretary, Honorary Treasurer. The President, Vice-President and Honorary Treasurer shall be elected biennially and by the ordinary members of ADES by ballot. Candidates for each post must be nominated in writing by at least two ordinary members of ADES (viz: a nomination and a seconder). The General Secretary role will be commissioned by the ADES Executive.

6.2 Subject to the express approval of the Executive Committee, the General Secretary and Honorary Treasurer shall be entitled to appoint such Executive Officers or Assistants as they see fit to assist them with the work of ADES.

7 CONSTITUTION AND FUNCTIONS OF THE EXECUTIVE COMMITTEE OF ADES

- 7.1 There shall be an Executive Committee of ADES which shall manage the affairs of ADES and shall be vested with, and shall exercise, the fullest executive powers, provided always that in the exercise of such powers it shall do nothing inconsistent with these rules or with the general policy of ADES as laid down from time to time at the Annual General Meetings.
- 7.2 The Executive Committee shall consist of the President, Vice-President, General Secretary, Treasurer, the Conveners of the ADES Networks and the Convener of the Directors' Forum. The Executive Committee shall be chaired by the President or, in the absence of the President, the Vice-President. The composition of the Executive Committee will be reviewed annually in November following the AGM to ensure that there is representation from across all Regional Improvement Collaboratives. In the case where there is no representation, the relevant RIC(s) will be invited to nominate an ADES member to sit on the Executive Committee.
- 7.3 The Convener of the Directors' Forum and the Conveners of each of the ADES Networks will hold these posts for a period of two years after which period new Conveners should be chosen by the ADES membership with the assistance of the General Secretary.
- 7.5 Operation of the Executive Committee
- (a) The Executive Committee shall meet as often as is required, but at least quarterly. Between meetings, where appropriate, decisions shall be taken by the President, the Vice-President and General Secretary, and shall be referred to the Executive Committee for homologation.
 - (b) The Executive Committee will approve the priorities set by each of the ADES Networks and the Staff College and will thereafter seek reports on progress made against these priorities.
 - (c) The Executive Committee will have responsibility for representing the views of ADES to the Scottish Government, Scottish Parliament, other national and international agencies, and more generally. It will have the power to co-opt any member with specialist expertise when this specialism is to be the subject of discussion with the Government or Parliament
 - (d) The Executive Committee shall consider applications for membership.
 - (e) The Executive Committee may set up as required ad hoc groups on matters which are outwith the remit of extant ADES networks and groups.
 - (f) Any Member of ADES shall be free to submit a paper to the Executive Committee at any time.
 - (g) The quorum for a meeting of the Executive Committee shall be five of its members.

8 ADES NETWORKS AND GROUPS

- 8.1 The following shall be the ADES Networks and groups, which shall report to the Executive Committee:

Curriculum, Assessment and Qualifications Network;
Additional Support Needs Network (to include Children's Services);
Early Years Network;
Improvement and Performance Network;

*Resources Network;
Personnel network;
Staff College Scotland; and
Directors' Forum.*

- 8.2 A statement of the remits of the ADES Networks and Groups is contained in APPENDIX 1. These will be subject to review by the Executive Committee.
- 8.3 Ad hoc groups may be formed by any Network for specific purposes related to the stated priorities of ADES.
- 8.4 Operation of Networks
- (a) All ADES members are expected to align themselves to at least one network.
 - (b) Once every two years, ADES members will elect a Convener for each network.
 - (c) Each Network shall be responsible for filling casual vacancies amongst its office bearers.
 - (d) Each Network shall meet normally four times per year with additional meetings being called as required
 - (e) A quorum for a meeting shall be five members.
 - (f) The Convener of each Network shall be responsible for the agenda of meetings.
 - (g) Each Network shall be responsible for the implementation of such tasks or issues remitted to it by the Executive Committee, and for reporting regularly to the Executive Committee.
 - (h) Each Network will submit a statement of its development priorities to the Executive for approval.
 - (i) Each Network shall, as appropriate to its remit, be responsible for international issues.
 - (j) Each Network may form sub groups as appropriate to their activities. Networks are required to register any sub groups with the Executive.

9. Staff College Scotland

- 9.1 The Staff College Scotland will be overseen by the Vice President. It is responsible for supporting the development of professional knowledge, competency and skills of ADES Members. This remit will be subject to review by the Executive Committee and subsequent approval by the Annual General Meeting.
- 9.2 The Staff College Scotland business will be a Standing Item on the Executive Committee agenda. The Executive Committee is chaired by the President of ADES, failing which, the Vice President will chair.
- 9.4 The Staff College Scotland will engage with partner organisations such as the Scottish Government, Higher Education Institutions, SCEL, Education Scotland, Universities (ITE), Colleges and councils.
- 9.7 The Staff College Scotland business will be presented to the ADES Executive Committee for its information and be available to all members (subject to any restrictions arising from the Data Protection Act or of a financially sensitive nature).

9.8 The Executive Committee will agree annually on a subscription or attendance rate for education authorities who wish to support the work of the Staff College Scotland.

9.9 The Executive Committee will nominate one member to serve on the Staff College National Board in England for a period of two years. This will involve attendance in person, though telephone conferencing or by video link.

10 DIRECTORS' FORUM

10.1 There shall be an ADES Directors' Forum. Membership shall consist of the 32 Directors of Education (or the senior executive officer for the Education Service bearing such other title as may be assigned to him/her by the Education Authority).

10.2 Once every two years the Directors' Forum shall elect a Convener and so notify the Executive Committee.

10.3 The remit of the Directors' Forum shall be

10.3.1 To provide a forum for discussing current general issues and developments in the education service. Where appropriate this may be done jointly with officers of the Scottish Government.

10.3.2 To provide a mechanism for consultation with the directors/heads of the education service in the Authorities about the views of those Authorities on issues and initiatives affecting the Education Service and Children's Services.

10.3.3 To provide a forum for the support and development of directors and heads of education services.

11 REPRESENTATIVES ON BODIES NEGOTIATING SALARIES/CONDITIONS OF SERVICE FOR ASSOCIATION MEMBERS

The representative(s) of ADES on any bodies charged with considering the salaries and conditions of service of Association members, including the staff side Advisory Committee of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), shall be nominated by the Executive Committee of ADES.

12 REPRESENTATIVES ON OTHER OUTSIDE BODIES

Representatives on other outside bodies shall be nominated by the Executive Committee and a report listing the current nominations shall be maintained and shared with members.

13 FINANCE

- 13.1 The financial year of ADES shall be from 1 April, and audited accounts for the financial year immediately completed shall be presented to each Annual General Meeting.
- 13.2 The annual rate of subscription shall be determined by the Annual General Meeting. Subscriptions shall be payable on 1 June each year.
- 13.3 Ordinary members admitted during the period April - September shall pay a 50% reduced first subscription. A nominal first subscription shall be payable by Ordinary Members admitted during the period October - March. Associate Members shall pay 80% of the annual subscription.
- 13.4 All the property and effects of ADES shall be vested for the use of ADES in the Executive Committee, and the funds of ADES not required for current business, or to meet accruing liabilities, may be invested in any manner authorised by law for the investment of trust funds.
- 13.5 Nothing in this Constitution shall debar ADES from accepting gifts, donations or legacies, provided that these do not cause ADES to incur any undue level of expenditure.
- 13.6 The books and accounts of ADES and the record of names of Members of ADES shall be available to be inspected by any Member on fourteen days notice being given to the Treasurer and subject to Data Protection and other relevant legislation.

14 MEETINGS OF ADES

- 14.1 An Annual General Meeting shall be called in each year at which will be transacted the business proper to such meetings including presentation of an audited statement of accounts.
- 14.2 Extraordinary General Meetings shall be called either by the direction of the Executive Committee or on a requisition to the General Secretary signed by at least fifty ordinary members of ADES. Such a meeting shall be held not later than 28 days after the receipt of the requisition.
- 14.3 Annual General and Extraordinary General Meetings shall be held at such place as the Executive Committee shall determine.
- 14.4 Not less than twenty-one days written notice shall be given to Members in respect of Annual General Meetings. This shall include the Agenda for the meeting, any relevant papers and an audited statement of accounts.
- 14.5 A motion of an Annual General Meeting, other than a motion upon any subject before the meeting, shall not be moved unless written notice of the terms of such motion has been received by the General Secretary at least seven days before the date of the meeting.
- 14.6 The quorum at an Annual or an Extraordinary General Meeting shall be thirty Ordinary Members of ADES.
- 14.7 Except where otherwise provided, decisions shall be by majority vote. In the case of an equality of votes, the President or substitute Convener shall have a casting vote.
- 14.8 The President or, in his or her absence, the Vice-President, shall preside at the Annual Conference, the Annual General Meeting, any Extraordinary General Meetings and at meetings of the Executive Committee. In the absence of both these officers, the meeting shall choose one of those present to preside.

15 EXPULSION

15.1 The Executive Committee may, if two-thirds of the Committee Members present at a meeting of the Executive Committee so determine, expel from Membership of ADES any Member:

- (a) whose conduct, in the opinion of the Executive Committee, is detrimental to the interests or standing of ADES or calculated to bring ADES into disrepute;
- (b) who, in the opinion of the Executive Committee, persistently refuses to operate within the rules and ethos of ADES.

15.2 Before making a decision, the Executive Committee shall be satisfied that due enquiry has been made into the circumstances. The Member concerned shall be given not less than seven days written notice specifying the nature of the complaint and the time and place at which a defence may be presented.

15.3 An expelled Member shall have the right of appeal against expulsion to a General Meeting of ADES.

15.4 An expelled Member shall have no claim upon any funds or property of ADES.

16 POWER TO REMOVE OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE

ADES may remove any Office Bearer or any other Member of the Executive Committee by a two-thirds majority of those Members present and voting at a General Meeting. The Meeting shall fill any vacancies under this clause.

17 ALTERATION AND INTERPRETATION

17.1 This Constitution may be altered by a resolution supported by at least two-thirds of the Ordinary Members. In this context, all ordinary members should be consulted.

17.2 Any matter not dealt with by this Constitution and any case of doubt as to interpretation shall be referred for determination to the Executive Committee.

18 DISSOLUTION

ADES may at any time be dissolved by a resolution passed by a majority of two-thirds of those Ordinary Members voting by postal ballot, following an Extraordinary General Meeting called for that purpose. Twenty-eight days written notice shall be given to each Member of such a meeting. In the event of such dissolution, a further Extraordinary General Meeting may direct that the funds of ADES may be transferred to another organisation and, failing any such direction, the same shall be distributed equally among the members.

REMITS OF NETWORKS and the VSCS

1 GENERAL REMIT

- 1.1 It shall be the duty of each Network, in the context of its remit, to act as follows:
- 1.1.1 initiate debate on issues relevant to its remit;
 - 1.1.2 ensure the implementation of those priority tasks remitted to it by the Executive Committee;
 - 1.1.3 propose to the Executive Committee the appointment of appropriate ad hoc groups within the aspects of the tasks remitted to it;
 - 1.1.4 contribute to and advise the Executive Committee on priorities for ADES.
 - 1.1.5 develop ADES policy as necessary on issues in their remit.
- 1.2 It is recognised that issues will arise relating to more than one Network. The Executive Committee will cross-refer such issues to the appropriate Networks.

2 SPECIFIC REMITS

- Personnel: HR, salaries, conditions of service, and associated matters involving all personnel involved in education and children's services.
- Resources and Infrastructure: Revenue budgets, DSM, changes in school provision, school closures, capital budgets, school estate and infrastructure development.
- ASN / Children's Services: All aspects of ASN, including legislation and psychological services and GIRFEC, Children's Rights, integrated children's services and links with other agencies.
- Early Years; All aspects of early years provision
- Curriculum, Assessment and Qualifications; Curriculum for excellence, learning, teaching and assessment, e-learning, CPD and leadership, qualifications frameworks.
- Improvement and Performance: continuous improvement, national benchmarking, attainment, performance management, inspection frameworks.
- Directors' Forum; links with senior Scottish Government and national agency officials, major ADES policy development, Directors' CPD requirements.