

CLUSTER GROUP CONSTITUTION

- 1) The Cluster Group shall be called "*North East FEI Cluster Group* " ("the group").
- 2) The mission statement of the group sets out the aims of the group to increase young people's understanding of the local and global importance of trees, woodlands, forest environments, the forest industry, the timber trade and the wood products industries. All activities will be in support of this mission statement and will be in accord with the environmental objectives of the Forest Education Initiative ("FEI").

To fulfil these aims:

- 3) Activities, in furtherance of the aims or for the benefit of the group, shall also be undertaken from time to time as members see fit.

Main aims of group

- i) *Ensure more qualified accredited Forest School Leaders in the region.*
 - ii) *Develop NE based Forest School accredited qualified trainers to deliver training for the region*
 - iii) *Share best practice across the region and engage with NE Children's Services to widen access and opportunities to engage in forest education activities*
 - iv) *Members to support and provide resources (time/ woodland/ site etc) where possible to others to aid the aims of the group*
 - v) *The group will support and contribute to the wider aims of the Regional Strategic Partnership for Sustainable Schools and the Manifesto for Learning Outside the Classroom*
 - vi) *Support 0-19 education and lifelong learning sectors*
- 4) The group shall raise money when necessary for carrying on the aims of the group; funds raised shall be applied for those aims as the members see fit.
- 5) The group shall consist of a number of individuals or organisations ("the members") interested in taking an active part in the work of the group. A list of members of the group will be kept and produced to FEI annually.
- 6) The group shall hold regular meetings to discuss its policy and administration. All members shall be entitled to attend and these meetings will be publicised in advance. The group shall also hold an annual meeting not later than four months after the end of each financial year. A quorum for this meeting will be 6 members.
- 7) The members will appoint officers to form a committee ("Steering Group") as are required to conduct the administration of the group. These include a chairperson and a treasurer. These members shall be in charge of the day-to-day running of the group, but shall be answerable to meetings of members.
- 8) Accounts shall be kept by the treasurer, and submitted to an annual audit and approved at an annual meeting for members.
- 9) When organising activities the group shall ensure that all its activities are covered by adequate insurance for the activity.
- 10) If the group shall, by general consent of its members, cease to exist, agreed by two-thirds majority vote at a final meeting, all assets shall pass to the Forest Education Initiative partnership fund, for the benefit of other cluster groups.
- 11) The group will adopt an equal opportunities policy.

Signed(Chair) Date

FEI Forest Schools Criteria

It is proposed that all FEI recognised Forest Schools will have:

- The support of the local FEI cluster group
- The support of your FEI co-ordinator
- A local woodland setting and therefore links to the learner's local community
- Forest School Practitioners that have been CRB/Scottish Disclosure checked - trained in or training for [Forest School qualifications \(BTEC and OCN\)](#) and with appropriate First Aid qualifications
- On-going ecological impact assessment of the woodland site used for Forest School
- Comprehensive written risk assessments of the Forest School site and activities
- An up-to-date Health & Safety manual including guidelines on child protection, emergency procedures, written risk assessment and equipment
- On-going evaluation of learning and personal development of all those involved in Forest School
- Commitment to external reviews and sharing of best practice within the network

Signed(Chair)

Date