



# THE CONSTITUTION OF THE PARENT ASSOCIATION OF SCOIL MHUIRE NATIONAL SCHOOL, CLIFDEN

## **The Purpose of the Parent Association**

The purpose of the parent association is to provide a structure through which the parents/guardians of children attending Scoil Mhuire N.S. can work together for the best possible education for their children. The parent association will work with the principal, staff and board of management to build effective partnership of home and school.

## **The Aim of the Parent Association**

The aim of the parent association is to enable parents to play their part in ensuring the best possible education for their children, through the association's programme of activities. The parent association will promote the interests of the students in co-operation with the board, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

## **The Work of the Parent Association**

- The parent association will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the parent association will consult with the school principal.
- The parent association may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a)
- The Association shall not involve itself in the day-to-day running of the school or any contractual arrangements between the school authorities and the staff.
- The Association recognises that matters concerning the school curriculum and its implementation are the function of the school authorities.
- The Association shall not deal with complaints against members of the school staff or the Principal.
- In the event of the dissolution of the Association, all its assets shall pass to the Board of Management.

## **The Membership of the Parent Association**

All parents or guardians of children attending Scoil Mhuire N.S. will be deemed to be members of the parent association.



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## **The Committee of the Parent Association**

- The members of the parent association will elect a number of members annually at its AGM - this will form the "committee" and have responsibility for managing the activities of the parent association.
- There are 3 core officer positions which must be filled in order to form a committee. These are: - Chairperson, Secretary, and Treasurer. The 3 vice positions to these roles, along with a Public Relations Officer (PRO) and vice PRO will also be sought as committee members at election but are not mandatory to form the committee.

## **The Work of the Committee of the Parent Association**

- The committee is the team that will manage the tasks of the association on behalf of the parent body (the members).
- The committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.
- The committee will be responsible for seeing that activities are run in an efficient and effective way.
- The committee will consult with the school principal when planning the programme of activities for a particular year.
- The committee will arrange with the principal and board a system for ongoing communication.
- At the annual general meeting (AGM) the committee will report to the parent body (the members) about its work.
- The committee will manage and account for any funds collected by the parent association.

## **Membership of the Committee**

- The members of the committee will be elected each year at the AGM of the parent association.
- The number of the committee will be a maximum of 10 with a minimum of 3.
- Each member will be elected for one year. Members may go forward for election for further years, providing they have a child in the school.
- Parent representatives elected to the board of management are automatically members of the committee, but will not hold an officer post.
- If a member does not attend 3 consecutive Committee meetings, without good reason, he/she will be deemed to have resigned from the Committee.
- The Committee shall hold at least one meeting each term.



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- A minimum of 3 committee members are required to take decisions. A simple majority is required to carry a decision.
- Any member wishing to resign from the committee should inform the Committee in writing.
- Should officer positions on the committee become vacant during the 1 year term, the vacancy shall be filled from existing committee members who do not currently hold an officer role.
- It is expected that at the end of their term of office all committee officers complete a thorough handover with their incoming equivalent.

### **Co-options and Subcommittees**

- The committee may co-opt people onto the committee to assist in their work. Subcommittees can be set up for particular tasks.
- The subcommittees may also co-opt people to assist in their work.
- They are accountable to the main committee.

### **Finance**

- The parent association will finance its activities through fund raising specifically for the work of the parent association, or through a small annual charge on parents to be agreed at the AGM.
- A treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the parent association finances.
- The parent association will keep a bank account in its name. The treasurer and at least one other member of the committee must sign cheques.
- Fund raising for the school by the parent association will be done with the prior agreement of the board. The parent association committee will agree with the board as to the specific school projects for which funds are to be raised by the parent association.

### **Annual General Meeting**

The PA shall hold an Annual General Meeting (AGM) at the start of each academic year.

- At the AGM all committee members must step down from their positions. Any interested parents (including previous committee members) can put themselves forward to join the new committee either in writing prior to the AGM or in person at the AGM. In the event of more than one nomination being received for a role, an election will take place. Voting will be by secret ballot and those wishing to vote must be in attendance at the AGM.



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- There is no limit to the number of times a member may go forward for re-election, providing they have a child in the school; however it is preferable to maintain a balance of both new and experienced members on the committee.

### **Election of Parents to the Board of Management**

- The Committee shall organise the selection, from the members of the Parents' Association, of two parent representatives (the Parent Representatives) to the Board of Management.
- The Parent Representatives shall be selected for a three year term.
- All members of the Parents' Association shall be eligible for selection as Parent Representatives.
- Notice of vacancies shall be sent to all members of the Parents' Association each of whom shall be eligible to offer themselves for selection.
- If more than two candidates offer themselves for selection an election shall take place with all members of the Parents' Association being eligible to vote on the basis of one vote per household. In the event of a tie, the matter shall be decided by the drawing of lots.

### **Membership of National Parents Council Primary**

- The parent association will affiliate to National Parents Council Primary annually.

### **Changing the Constitution**

- Changes to the constitution can be made at the AGM.
- Proposals/motions to change the constitution must be submitted in writing to the parent association committee. The parent association committee will then circulate these motions to all parents before the AGM. All parents of children in the school at the meeting are eligible to vote on the proposals.

### **Confidentiality:**

- The PA represents the views and opinions of parents in the school. Confidentiality is very important as the effectiveness and reputation of the association would be compromised by a breach of trust. Individual opinions that form a discussion in a committee meeting are considered confidential. Outcomes are public and are not accredited to any named committee member.



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## Definition of Roles:

### Chairperson:

- Chairs meetings and liaises with the principal
- Represents the PA in meetings with new parents
- Co-ordinates the AGM
- Sets the agenda after consultation with the principal and the Chairperson of the Board of Management
- Liaises with the Secretary to ensure that all PA members are aware of the contents of the agenda prior to the meeting
- Ensures that the minutes are agreed and circulated to the PA.
- Ensures that items outside the remit of the PA are not discussed at PA regular monthly meetings and are forwarded to the relevant person or group
- Ensures that all persons present are aware of the importance of confidentiality and that any discussions outside the committee meeting are not attributed to individual members.

### Secretary:

- Minutes the proceedings of each meeting and that of the AGM
- Ensures that the agenda for each meeting is circulated to members at least one week before each committee meeting via the parents' page on the school website
- Forwards the minutes to the PA within two weeks of the meeting

### Treasurer:

- Keeps the accounts of the PA
- Provides each PA meeting with a statement of account
- Details fundraising proceeds and the disbursement of funds on a monthly basis
- Provides a copy of accounts to the AGM, outlining expenses incurred and not yet paid, and income received from the previous school year.

### Public Relations Officer:

- Highlights the activities of the PA and produce promotional material for the PA.

### Deputy Positions:

- Deputises for the relevant positions