

Parents Association Constitution

Holy Well National School

Carrigaline, County Cork

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 Holy Well National School 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 between home and school.

Under the Education Act, 1998

Section 26. – (1) The parents of students of a recognised school may establish, and maintain from among their number, a parents' association for that school and membership of that association shall be open to all parents of students of that school.

(2) A parents' association shall promote the interests of the students in a school in co-operation with the board, Principal, teachers and students of the school and for that purpose may

(a) Advise the Principal or the board on any matter relating to the school and the Principal or board, as the case may be, who shall have regard to any such advice, and

(b) Adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.

(3) The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents' association and to a parents' association when it is established.

(4)(a) A parents' association shall, following consultation with its members, make rules governing its meetings and the business and conduct of its affairs.

(b) Where a parents' association is affiliated to a national association of parents, the rules referred to in paragraph (a) shall be in accordance with guidelines issued by that national association of parents with the concurrence of the Minister.

The Aim of the Parent Association

The aim of the Parent Association is to enable parents to play their part in ensuring provision of the best possible education for their children and that this is achieved through the Association's programme of activities.

The Parent Association will promote the interests of the students in co-operation with the Board of Management, 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, Board Of Management and school staff. In planning its activities, the Parent Association will consult with the school Principal and Board of Management.

The Membership of the Parent Association

Membership of the Association is open to all parents and guardians of children attending Holy Well National School.

The committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 16 and a minimum of 6. At every meeting 6 shall constitute a quorum. Any member of the committee, who fails to attend three consecutive meetings, shall be deemed to have resigned from the Committee. The Committee member will be informed of their deemed resignation in writing by the Chairperson of the Committee.

The Chairperson of the committee shall also be the chairperson of the association. He/She shall preside at all meetings of the association and of the Committee. At any meeting the Chairperson shall have a casting vote in addition to his/her personal vote in the case of a tie

The Vice Chairperson shall assume the duties of the Chairperson in his/her absence

The Honorary Secretary shall keep a record of all Committee and General meetings of the association. This officer shall make the necessary arrangements for meetings at the direction of the Committee and shall keep an up-to-date list of members.

The Honorary Treasurer shall keep a full and accurate account of receipts and expenditures and shall deposit all monies and other valuable effects to the credit of the Association, in such depositories as directed by the Committee and account for all transactions when required. All cheques shall bear the signature of two of the following three officers of the Committee – the Chairperson, the Honorary Treasurer or Honorary Secretary. The Principal will also be a signatory for the cheques.

The Committee will meet at least six times per annum or as often as the business of the Association may require.

The Committee shall have power to

- (a) Fill any vacancies on the Committee by co-option
- (b) Appoint sub-committees for special purposes, the terms of reference of such sub-committees shall be clearly stated by the committee
- (c) Make all necessary arrangements for the Annual General Meeting or other general meetings and bring before any general meeting all business which it considers urgent

The term of office of all members of the Committee shall be from one Annual General meeting to the next.

Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main committee.

The Election of the Parent Association committee

The members of the committee will be elected each year at the AGM of the Parent Association. Each member will be elected for one year. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is as long as they continue to be a parent or guardian of a child in the school. Following a three-year tenancy, he/she automatically becomes ineligible for re-election to the same officer position for a period of one year.

Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parent Association committee.

The AGM meeting shall be held before the end of October each year. 14 days' notice shall be given to each member. The AGM will receive the Committees annual report and financial statement, elect the executive committee for the following school year and transact any other business for the Association incidental to such a meeting.

The Work of the committee of the Parent Association

The Parent Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The Parent Association committee may advise the Principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998, 26.- (2)(a).

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 and Board of Management when planning the programme of activities for any particular year.

The committee will arrange with the Principal and Board of Management 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 or expended by the Parent Association.

The Principal of The School

Liaison with the school shall be maintained either by the attendance of the Principal or his/her nominee at the meetings of the Executive Committee and Annual General Meetings or Extraordinary General Meetings or by the Chairperson or his or her nominee who will liaise with the Principal of the school.

Finance

The Parent Association committee will finance the activities of the Parent Association through fundraising. A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of the Parent Association finances. The Treasurer will give a statement of income and expenditure at each committee meeting.

A written statement of income and expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for their information.

The Parent Association will keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account.

Fundraising for the School

Fundraising for the school by the Parent Association will be done with the prior agreement of the Board of Management. The Parent Association committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Association.

Membership of National Parents Council Primary

The Parent Association will maintain membership of National Parents Council Primary by annual subscription.

Changing the Constitution

Changes to the constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose.

The Constitution of The Association may not be changed except by a two thirds majority vote at an Extraordinary General Meeting of which the members have been given fourteen days clear notice or at the Annual General Meeting.

Proposals to change the constitution must be submitted in writing to the Parent Association committee. The Parent Association committee will then circulate these proposals to all parents before the AGM/EGM. 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

Insurance

The Association shall each year take out an insurance policy to cover the Association, its officers, Executive committee, Sub-Committee, groups or individuals acting for or on behalf of the Association.

Winding Up

In the event of the Association being wound up any assets left after the termination of the Associations liabilities shall be donated to such charitable purposes as the members shall decide

Date of ratification of Constitution:

The constitution was passed at the AGM of Holy Well National School on Tuesday 8th March 2022.

Chairperson Approval

Tricia Harrington

Date

Principal Approval

Aidan Crowley

Date