

The Constitution of the Parent Association of Saint Comán's Wood Primary School.

This body shall be known as St Comán's Wood Primary Parents' Association

1. 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 Saint Comán's Wood Primary 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.

(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.

2. 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.

3. 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 following is a list of some of the activities pursued by our association

- The promotion of the educational and general welfare and social interests of the pupils of the school
- Helping in any way it can, the pupils and staff of the school
- Vindicating the rights of parents/guardians to consultation and information on government educational policy
- Keeping the parents/guardians informed of current educational trends
- Acting as an advisory body, representing the views of parents/guardians on school policies and activities
- Helping to make school life more complete by organizing various activities

4. The committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 50 and a minimum of 20. This committee works as a team in order to be effective in communicating, consulting with, and involving as many parents/guardians as possible in the activities of the Association. A role of the committee is to involve those parents who do not wish to be on the committee but who may wish to help with particular activities. This committee will have responsibility for representing the parents of St Comán's Wood Primary School and managing the activities of the Parent Association.

5. The Membership of the Parent Association and Election of Officer Positions

All parents or guardians of children attending St Comán's Wood Primary School will be deemed to be members of the Parent Association and are entitled to attend each open meeting held per term. The members of the committee and its officers are elected each year at the AGM, by a process whereby parents/guardians voluntarily put their names forward.

1. 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.
2. A parent/guardian who cannot attend the AGM, may put their name forward by proxy.
3. Ideally each class is represented by at least one parent/guardian.
4. Officer positions; Persons putting their names forward for officer positions must be proposed and seconded. Where two or more persons are going forward for a position, a vote is held in the form of a paper ballot.
5. Officer positions for particular roles are held by an individual representative for a minimum of one year and a maximum of two, with officer positions being held for two consecutive years where possible for continuity reasons. No member of the committee will hold the same office for more than three consecutive years. These officers shall consist of a Chairperson, Vice-Chairperson, Minutes Secretary, Correspondence Secretary, Treasurer, Vice-Treasurer, Public Relations Officer (PRO). Other officers may be elected as required. (The roles of the officers are outlined in the national parent's council guidelines)
6. Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parents' Association committee.
7. The committee will insure places are available for new members each year
8. The school Principal or teacher delegate shall be invited to address the AGM of the Parents' Association. The school Principal or teacher delegate may attend committee meetings at their own request or by invitation of the committee to discuss specific topics, which may arise, that requires dual input.
9. Any parent/guardian with prior arrangement can address/attend the meeting.

6. Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people from the general parent body or people with expertise to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to and must report to the main committee.

7. 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 meet at least 6 times during the year.
- A quorum of 10 must attend meetings.
- 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.
- If a member of the committee misses three consecutive committee meetings without sending apologies, he/she shall be deemed to have resigned.

8. Finance

1. The Parent Association committee will finance the activities of the Parent Association through fundraising and in the name of St Comán's Wood Primary Parent Association.
2. 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.
3. 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.
4. 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.
5. All purchase/spending of the Parents' Association funds must be authorized by a majority vote of the committee.
6. In the event of the Parents Association's dissolution, power of attorney shall pass to the Board of Management with resources being disposed of at their discretion.

9. Fundraising for the school

Fundraising for the school by the Parent Association will be done with the prior agreement of the Principal or the Board of Management. The Parent Association committee will agree with the

Principal or Board of Management as to the specific purposes for which funds are to be raised by the Parent Association.

10. Membership of National Parents' Council Primary

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

11. Amending the Constitution

Amendments to the constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose. Proposals/motions to amend the constitution must be submitted in writing to the Parents' Association committee at least 10 working days before the AGM. These motions are then circulated to all parents before the AGM. All eligible parents/guardians may then vote on them at the AGM.

12. General Conduct

1. The AGM shall be held no later than the last day of October each year.
2. At least seven working days' notice of the date of the AGM shall be given to parents/guardians.
3. The proceeding of all meetings, including the AGM, shall be held in a minute book/folder to be kept by the Secretary, and shall include the names of the committee members present, and members who have sent apologies.
4. The first business of each meeting shall be the reading, consideration and signing of the minutes of the previous meeting, by the Chairperson.
5. If the Chairperson and Vice-Chairperson are not present the committee shall elect a Chairperson for that meeting.
6. Voting shall be by show of hands or secret ballot.
7. The Chairperson shall have the casting vote.
8. Extra Ordinary meetings shall be provided for.
9. Whenever possible, the date for the next meeting shall be decided at the end of each committee meeting.
10. All committee members shall receive a copy of the minutes of meetings via email.
11. Care must be taken that decisions agreed upon at the meeting must not be subsequently changed outside of the meeting. These decisions may only be changed or dropped by majority consent at an official meeting or outside an official meeting.

13. Confidentiality

The committee communicates openly with the parents/guardians in the school. Occasionally, matters arise that must be kept confidential. In such rare cases, confidentiality shall be respected.

