

**CONSTITUTION FOR SCOIL NIAMH  
COMMUNITY NATIONAL SCHOOL  
PARENTS ASSOCIATION  
Fortunestown, Dublin 24**

**I Overview of the Parents Association**

The purpose of the Parents Association (hereinafter – PA) is to provide a structure through which parents/guardians of children attending Scoil Niamh Community National School (hereinafter – Scoil Niamh CNS) can work together to provide the best possible education and school environment for the pupils.

It may advise the Principal and the Board of Management on any matter relating to the school in accordance with the Education Act 1998, Section 26 (2) (a).

**II Role of the PA**

The PA promotes the involvement of parents by endeavouring to support pupils, teachers and parents on an ongoing basis. In planning its activities, the PA consults with the principal and the Board of Management. The PA will not be involved in matters relating to the internal administration of the school.

**III Aims of the PA**

- (a) to assist in furthering the objectives of the school;
- (b) inform parents/guardians about and involve them in developing school policy, plans and activities (but not in relation to the internal administration of the school);
- (c) encourage parents/guardians to participate in promoting the well-being and interests of the pupils of the school;
- (d) to be affiliated and work together with national and regional bodies, such as the National Parents Council, should the principal and Board of Management agree.

#### **IV Membership of the PA**

All parents/guardians of pupils attending Scoil Niamh CNS are automatically deemed to be members of the PA.

The PA shall have two parent representatives on the Board of Management. Their brief is to reflect the opinions of all parents at board meetings and to report the views of the Board, as appropriate, at the PA meetings.

#### **V The PA Committee**

The affairs of the PA shall be managed by the Committee. The PA will be represented by the Committee comprising of a maximum of 14 parents.

The PA Committee shall elect its own officers: Chairperson, Secretary and Treasurer.

The role of the PA Committee is to involve parents who do not wish to be on the committee but who may wish to help with particular activities. The PA Committee works as a team in order to be effective in communicating, consulting with, and involving as many parents as possible in the activities of the association.

It is expected that the PA Committee members attend 70% of the meetings for the school year. If the member/s fails to attend such a quota, then the member/s will have to relinquish their position on the PA Committee.

#### **VI Subcommittees**

Subcommittees can be set up to handle particular tasks that arise. They may also co-opt people from the general parent body or people with expertise to assist in their work. They are accountable to and must report to the main committee.

#### **VII Election of the PA Committee**

The members of the PA Committee are elected at the Annual General Meeting (hereinafter – AGM) of the PA.

The AGM is held in November each year. At least ten (10) days notification should be given to allow for all interested parents/guardians to express an interest.

In the event of having more than one nomination being received for any/all the roles, an election will take place at the AGM of the PA each year. Voting will be by secret ballot and those wishing to vote must attend this meeting.

Each PA Committee member will be elected for a one (1) year term. PA Committee member can be re-elected as long as they remain eligible. One (1) parent per family can be a member of the PA Committee.

The PA Committee will ensure three (3) places are available for new members each year at the AGM.

### **VIII Definition of Roles**

The Chairperson, Secretary and Treasurer shall be known as the Officers of the PA.

The election of Officers shall take place at the first meeting of the PA Committee following the AGM. A simple majority of the members present and voting shall determine the outcome of the elections for the positions of Officers of the PA. A member of the PA Committee will hold a position as an Officer for a period of not more than three (3) consecutive years. Officers relinquish their positions after three (3) years and may apply for re-election. The Officers may not hold the same position for more than two (2) consecutive terms.

The PA Committee may discharge an officer from his/her duties if, in the opinion of the Committee, that officer is preventing the Committee from carrying out its duty.

#### **Chairperson:**

- a) chairs meetings and liaises with the principal;
- b) represents the PA in meetings with new parents;
- c) co-ordinates the AGM;

- d) sets the agenda and only incorporates recommendations made by the principal and/or the Board of Management;
- e) liaises with the Secretary to ensure that all the PA Committee members are aware of the contents of the agenda prior to the meeting;
- f) ensures that the minutes are agreed and circulated to the PA Committee members by the Secretary;
- g) ensures that items outside the remit of the PA are not discussed at the PA Committee regular monthly meetings and are forwarded to the relevant person or group;
- h) can convene urgent PA Committee meetings if necessary to discuss issues of serious significance.

**Secretary:**

- a) prepares minutes of the proceedings of each meeting and that of the AGM;
- b) ensures that the agenda for each meeting is circulated to members at least one week before each PA Committee meeting;
- c) forwards the minutes to the PA Committee members within one week of the meeting.

**Treasurer:**

- a) keeps the accounts of the PA;
- b) provides each PA Committee meeting with a monthly statement of account;
- c) details fundraising proceeds and the disbursement of funds on a monthly basis;
- d) provides a copy of accounts to the first meeting in September, outlining expenses incurred and not yet paid, and income received from the previous school year.

## **IX Work of the PA:**

- a) monthly meetings will be held by the PA where activities will be discussed and planned;
- b) the PA is responsible for seeing that activities are run efficiently and effectively;
- c) the PA maintains effective communication with the school principal and Board of Management;
- d) the PA reports on its work at the AGM;
- e) the PA manages and accounts for any funds collected by its fundraising activities;
- f) the PA may, at its discretion, establish sub committees for whatever specific purpose it deems necessary. Each sub-committee should provide a monthly update to the PA.

It is not the role of the PA or its officers to pursue a complaint on behalf of an individual or a group of parents. However, in the case of a parent approaching the PA with a concern, they may refer the parents to the school's complaints procedure.

## **X Fundraising and Finances**

Fundraising for the school is done only with prior agreement of the Board of Management. The PA will provide its agreed opinion to the Board of Management on specific projects for which funds are to be raised and used for the benefit of the school.

The PA Committee finance the activities of the PA.

A Treasurer will be responsible for keeping account of the income and expenditure of the PA finances.

A statement of accounts for the year from the first day of November to the last day of October the following year shall be presented by the PA Treasurer on

fundraising and dispersal of funds at the AGM. A copy will be forwarded to the Board of Management for their information.

The PA shall hold one bank account only. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the PA Committee must sign all cheques drawn on the account.

The nominated bank will be Bank of Ireland, Rathcoole, Co. Dublin.

### **XI 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.

### **XII Amendments to the Constitution**

Changes to the constitution can be made at the AGM or, if for an urgent reason, an Extraordinary General Meeting (hereinafter – EGM) can be called for that specific purpose.

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

All the parents of the pupils in the school at the meeting are eligible to vote on the proposals. The constitution should be reviewed on a regular basis, in order to maintain relevancy with current best practise.

This constitution may be altered by a two-thirds majority of the members present and voting at the AGM.

This constitution comes into effect on November 26, 2015 and supersedes all previous constitutions.