

# St. Brigid's National School

Killoughter | Redhills | Co. Cavan | H14 X017

**Parents' Association Constitution**

**Approved: 00/00/0000**



## **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 St. Brigid's National School can work together for the best possible education for their children. The Parent Association will work with Board of Management to build an 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 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. (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 Parents Association is not a forum for complaints about or to the school. Any concerns/issues regarding the day to day running or management of the school should be directed to the school principal.*

## **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 fundraising and other 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 fundraising and other 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 assigned subcommittee of the Board of Management.

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

All parents or guardians of children attending St. Brigid's National School will be deemed to be members of the Parent Association.

## **The committee of the Parent Association**

There will be 8 members on the Parents Association Committee - 1 chairperson, 1 secretary, 1 treasurer & 5 committee members. It is compulsory that 2 of these 5 members include the parents' representatives to the Board of Management.

This committee will have responsibility for representing the parents of St. Brigid's National School and managing the activities of the Parent Association. If it is not possible to elect 8 members through the nomination process, the Parents Association will be disbanded for that school year.

## **Meetings**

The Parents Association Committee will meet in September, November, January, March & May. The Annual General Meeting of the Parents Association will take place in October. All meetings will take place in St. Brigid's National School. The quorum of the Board shall be 6 members.

### **Subcommittees**

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

### **The Election of the Parent Association committee**

Nomination of members to the Parents Association Committee will be invited each September (**See Appendix 1**). If there is more than 1 person nominated for an officer's position or the number nominated exceed 6 (Board of Management Representatives are automatically members) an election of Committee Members will take place via ballot of the parents/guardians in the school.

Each member will be elected for one year. Each September, all committee members step down, but they can be re-elected if they continue to be eligible to serve, that is if they continue to be a parent or guardian of a child in the school.

*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 Work of the committee of the Parent Association**

The committee will draw up a plan for the activities of the association, in consultation with parents. The committee will be responsible for seeing that activities are run in an efficient and effective way. The committee will consult with the school Board of Management when planning the programme of activities for any particular year. The committee will arrange with the 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.

### **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 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.

### **Insurance**

The committee shall arrange appropriate insurance to cover its activities.

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

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

## **Changing the Constitution**

Proposals to change the constitution must be submitted in writing to the Board of Management of St. Brigid's National School. The Parent Association committee and a Sub Committee of the Board of Management will meet to discuss the proposal(s). If in agreement, the proposal(s) will then be circulated to all parents and comments will be invited. The Sub Committee of the Board of Management and the Parents Association Committee will meet again to decide on the adoption of proposal (s) based on consultation with parents.

# Appendix 1

## Parents Association Committee

2019/2020

### Election of Officers

The purpose of this document is to invite expressions of interest from parent(s)/guardian(s) to become a member of the Parents Association at St. Brigid's National School. Each member will be elected for one year. Each September, all committee members step down, but they can be re-elected if they continue to be eligible to serve, that is if they continue to be a parent or guardian of a child in the school.

If you are interested in becoming a member of the parent's association, please tick the box next to the position which you would like to be considered to hold. If there is more than 1 person nominated for an officer's position or the number nominated exceed 6 (Board of Management Representatives are automatically members) an election of Committee Members will take place via ballot of the parents/guardians in the school.

**I would like to be considered for the position(s) below on the Parents Association Committee:**

<b>Chairperson</b>	
<b>Secretary</b>	
<b>Treasurer</b>	
<b>Committee Member</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*All nominations must be returned to St. Brigid's National School on or before Wednesday 23<sup>rd</sup> October.*