

Craggagh N.S. Parents' Association



Constitution

Overview of the PA

The purpose of the Parents' Association (PA) is to provide a structure through which parents/legal guardians of children attending Craggagh NS, Balla, can work together to provide the best possible education and school environment for the pupils. The PA works with the principal, staff and Board of Management of the school to build an effective partnership between home and school. It may advise the principal and the Board of Management in any matter relating to the school in accordance with the Education Act 1998, Section 26 (2) (a).

Objectives of the PA

- (a) To assist in furthering the objectives of the school;
- (b) To provide a forum to inform and consult parents regarding school policy, plans and activities;
- (c) To communicate parents' views on such issues;
- (d) To be affiliated with and work together with national and regional bodies, such as the National Parents' Council (NPC), should the principal and Board of Management agree.

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.

Membership of the PA

All parents or legal guardians of pupils attending Craggagh NS are automatically deemed to be members of the PA.

Parents interested in being involved in any/all of the activities of the PA are welcome to attend any meeting during the school year.

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 PA meetings.

Executive Committee of the PA

While all parents are part of the PA, not all can, or wish to be involved in the day-to-day business of organising work. It is for this reason that a committee is delegated with responsibility for co-ordinating the programme for work on behalf of the parent body. The committee shall consist of at least seven members who shall be elected each year at the Annual General Meeting (AGM). The Parents' nominees to the School Board of Management shall be ex officio members of the committee.

The committee shall appoint from among its elected members the officers of the PA, namely the positions of Chairperson, Deputy Chairperson, Secretary, Treasurer and Assistant Treasurer.

The committee works as a team in order to be effective and communicate with, consult and involve as many parents as possible in the activities of the Association. A major focus of this team should be to involve parents who do not wish to/are unable to attend meetings. Officer positions may be held for a one year term. Individual representatives may not hold different positions for two consecutive terms. In the event that it is not possible to fill a vacancy, the Board of Management may sanction an individual officer holding a position for two consecutive terms in the interest of continuity. The parent representatives on the Board of Management may not hold an officer position on the PA.

The committee shall meet each month from September to June (inclusive) and on such other occasions as it is deemed necessary by the committee. The quorum for such meetings shall be 50% of the members of the committee. The committee may invite to its meetings such persons as the committee decides. Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the committee for approval at the next committee meeting.

Roles of the Committee

Chairperson / Deputy Chairperson:

- Chairs meetings

- Assists with the setting of clear goals for the PA
- Liaises with the school and/or principal
- Ensures all members are listened to and respected
- Co-ordinates the AGM
- Ensures that the minutes are agreed and circulated to the PA by the Secretary
- 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
- Can convene special PA meetings if necessary to discuss significant issues

Secretary:

- Minutes the proceedings of each meeting and that of the AGM
- Ensures that the agenda for each meeting is circulated to committee members before each committee meeting
- Forwards the minutes to the PA in a timely manner subsequent to the meeting
- Liaises with the school and/or principal

Treasurer/Assistant Treasurer:

- Maintains the accounts of the PA
- Provides each PA meeting with a monthly statement of financial position;
- Provides details of fundraising proceeds and the disbursement of funds on a monthly basis
- Provides a copy of accounts to the first meeting in September and to the AGM, outlining income received and expenses incurred in the previous school year and a statement of financial position at the end of the school year.

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 direct the parents to the school's complaints procedure.

AGM

The Annual General Meeting is held in October of each year. At least three weeks' notice of the agenda shall be given in writing to all parents in the school. The income and expenditure and a statement of financial position for the year September 1st to August 31st shall be presented. The AGM agenda shall include a report on the progress of the PA throughout the previous year and it shall canvass the views of parents on new initiatives.

Fundraising & Finances

Fundraising for the school is done only with prior agreement of the Board of Management. The PA will consult with the principal or the Board to identify specific projects for which funds are to be raised and used for the benefit of the school.

A copy of the PA monthly financial report shall be submitted to the Board of Management once approved by the PA.

Cheques drawn on the PA account shall be signed by two signatories. Authorised signatories shall be the Treasurer and Assistant Treasurer of the PA.

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.

Date of Ratification of Constitution

This constitution was passed at a general meeting of Craggagh NS PA on 6th October, 2014.

This constitution may be amended if deemed necessary at a general meeting of the PA. A two-thirds majority of the members present shall be required to carry an amendment to the constitution.

Winding Up

Winding up of the PA shall only be valid if accepted at a general meeting convened for this purpose. In the event of the winding up of the PA any assets on hand shall be presented to the Board of Management for school purposes.