

THE CONSTITUTION OF COLÁISTE CHÚ CHULAINN PARENTS ASSOCIATION

Overview of the PA/PC:

The purpose of the Parents' Association (PA) through the Parents Committee (PC) is to provide a structure through which parents/guardians of children attending Coláiste Chú Chulainn , can work together to provide the best possible education and school environment for the pupils. The Parents' Association through the Parents Committee will work with the Principal, Staff and Board of Management to build effective partnership of 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).

Aims of the PA/PC

- (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/PC/:

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

Membership of the PA/ PC :

All parents or guardians of pupils attending Coláiste Chú Chulainn 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. Parents interested in becoming Committee members of the Parents Association can join anytime during the school year. Officers of the PA/PC are nominated and elected at the PA/PC AGM. Parent's committee meetings are normally held once a month during the school year. _A schedule of meeting dates will be published on the school website at the beginning of each new school year. Ideally each class should be represented. The Principal and or his/her designated representative will be invited to every meeting by the PA/PC. The PA/PC shall also have one Parent representative 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/PC meetings.

Parents Committee and the Parents Association:

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 the parents committee members are delegated with responsibility for co-ordinating the programme for work on behalf of the Parent Association. The officers work with the other members of the parents committee, the principal and the board of management as a team in order to be effective and communicate with, consult and involve as many parents as possible in the activities of the parents association. A major focus of this team should be to involve parents who do not wish to/are unable to attend meetings. Nominations for the

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officer positions should be sought from the parent body prior to the first meeting of the year and in addition parents should also be encouraged to become committee members, the parents committee should consist of at least 12 persons. Sufficient notice should be given to allow for all interested parents/guardians to express an interest. In the event of more than one nomination being received of any/all officer roles, an election will take place at the AGM of the PA/PC each year. Voting will be by secret ballot and those wishing to vote must attend this meeting.

The officer positions are Chairperson, Deputy Chairperson, Secretary, Treasurer, Officer positions may be held for a 1 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.

In consultation with the Principal, the Parent representative on the Board of Management will be elected every 4 years, existing members can be re-elected. Nominations are sought from all parents/guardians in order to ballot and elect 1 parent representative; they should bear no relationship to any other member of the board and be elected by the general body of parents enrolled in the school. Each representative is automatically a member of the parents committee but shall not hold officer positions within the PA/PC.

Definition of Roles:

Chairperson:

- Chairs meetings and liaises with the principal either directly or through the PC secretary
- Represents the PA/PC in meetings with new parents
- Co-ordinates the AGM
- Sets the agenda after consultation with the principal and Secretary
- Liaises with the Secretary to ensure that all PA/PC members are aware of the contents of the agenda prior to the meeting.
- Ensures that the minutes and agenda are agreed, filed and circulated to the PC by the Secretary and matters for the Board of management are brought to the attention of principal, the parent's representative(s) on the Board of Management and the PA/PC
- Ensures that items outside the remit of the PA/PC/ are not discussed at PC regular monthly meetings and are forwarded to the relevant person or group.
- Can convene special PA/PC meetings if necessary to discuss issues of serious significance.

Deputy Chairperson:

- Deputises for the Chairperson

Secretary:

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- Minutes the proceedings of each meeting and that of the AGM
- Liaises with the Principal on behalf of the chairperson.
- Ensures that the minutes of the previous meeting and the agreed agenda for next meeting are circulated to the committee members, the school Principal or his/her representative before each committee meeting, via e/mail or if applicable text.
- Ensures that the minutes and agenda are filed for each PA/PC meeting and a copy is issued to the principal or his/her representative for filing.

Treasurer:

- Keeps the accounts of the PA/PC
- Provides each PA/PC meeting with a monthly statement of account
- Details fundraising proceeds and the disbursement of funds on a monthly basis
- Provides a copy of accounts to the first meeting in October, outlining expenses incurred and not yet paid, and income received from the previous school year.
- Provides a copy of accounts to the Board of Management quarterly.

The Work of the Parents Committee :

- a) Monthly meetings will be held by the Parents' Committee where activities will be discussed and planned in consultation with the wider parents' group.
- b) A schedule of meetings will be published on the school website at the beginning of the school year.
- c) The PC is responsible for seeing that activities are run efficiently and effectively.
- d) The PC maintains effective communication with the School Principal and the Board of Management.
- e) The PC reports on its work at the Annual General Meeting.
- f) The PC manages and accounts for any funds collected by its fundraising activities
- g) The PC may, at its discretion, establish sub committees for whatever specific purpose it deems necessary.
- h) Each sub-committee should provide a monthly update to the PA/PC.

It is not the role of the PA/PC 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/PC with a concern, they should refer the parent to the school's complaints procedure.

The AGM:

The Annual General Meeting is held in October each year. Officers of the parents committee are elected at every AGM. In addition and on the instruction of the board of management and principal, the parents' representatives to the board of management are elected at every 4th AGM. At least three weeks' notice of the agenda shall be given in writing to all parents in the school. A statement of accounts for the year October 1st to September 30th shall be presented by the PA/PC Treasurer on fundraising and dispersal of funds. The AGM agenda shall include a report on the progress of the PA/PC and its sub-committees throughout the previous year and it shall canvass the views of parents on new initiatives.

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Fundraising and Finances:

Fundraising for the school is done only with prior agreement of the board of management as advised by the principal to the PA/PC. The PA/PC will provide its agreed opinion to the board through the principal and the parents representative on the board of management on specific projects for which funds are to be raised and used for the benefit of the school. A copy of the PA/PC monthly financial report shall be submitted to principal to be made available to the board of management once approved by the PA/PC.

Cheques drawn on the PA/PC account shall be signed by two signatories. Authorised signatories shall be the Principal and either the Chairperson, Secretary or Treasurer.

Confidentiality:

The PA/PC 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.

Changing the Constitution

Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to the parent association committee. The parent association committee will then circulate these motions to all parents before the AGM. All parents of children in the school at the meeting are eligible to vote on the proposals.

This constitution was adopted on the **17/5/16**

Paddy Mc Hugh

Coláiste Chú Chulainn PA/PC Chairperson

Shiela O Neill

Coláiste Chú Chulainn PA/PC Secretary

Sharon Agnew

Coláiste Chú Chulainn PA/PC Treasurer