

THE CONSTITUTION OF THE PARENTS' ASSOCIATION OF ST FIACC'S NATIONAL SCHOOL, GRAIGUECULLEN

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 Fiacc's National School (hereafter "the parents") can work together for the best possible education of their children through an inclusive community based approach.

The Parent Association will work with the Principal, staff, and Board of Management to build effective partnership between home and school.

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 aim to:

- a. promote and foster cooperation and communication between home and school;
- b. support and empower the parents to be active in the best interest of their children's school lives;
- c. represent the parents' views within the school and elsewhere as required;
- d. provide support to the school, including assisting drafting policies; and
- e. raise funds for the above.

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 Membership of the Parent Association

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

The committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 40 and a minimum of 8. This committee will have responsibility for representing the parents of St

Fiacc's National School and managing the activities of the Parent Association. In the event of the maximum number being exceeded, parents will be included to represent each class group within the school, where possible. Parents who are not included on the committee will be invited to take an active part in the Parents Association and take a place on the committee the following year.

Subcommittees

Subcommittees can be set up for particular tasks, these may include but not be exclusive to: Distribution and care of Albs, welcoming of new parents, recruitment of parents to Parents Committee and activities of Parents Association, Grandparents Day, Fundraising, Promotion of Talks for Parents.

The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main committee.

The Election of the Parent Association committee

The members of the committee will be elected each year at the AGM of the Parents' Association. This will be held no later than 31st of October and all parents will be notified of the meeting at least 7 days prior to the meeting being held.

Each member will be elected for one year. 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.

The officers of the committee will include: Chairperson, Secretary, Treasurer and Vice-Chairperson.

The committee will ensure at least 4 places are available for new members each year.

Parents' representatives elected to the Board of Management are automatically members of the committee.

No member of the committee will hold the same officer position for more than three consecutive years.

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 endeavour to communicate its activities in a transparent and clear manner to all 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 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.

The committee will liaise with the pupil's student council to gather views on any changes they would like to see in the work of the Parent Association, or to assist them in achieving their goals.

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 will be 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. The Parent Association committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Association.

The funds that are raised by the Parents Association will be given to the Board of Management in a timely manner so that in this way funds are raised and used for agreed purposes. In this way, the money held by the Parents Association from year to year will be an agreed minimum for the Parent Association to function.

Membership of National Parents Council Primary

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

Changing the Constitution

Changes 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 to change the constitution must be submitted in writing to the Parent Association committee. The Parent Association committee will then circulate these proposals to all parents before the AGM/EGM. All parents of children in the school at the meeting are eligible to vote on the proposals.