

Constitution

Constitution of the Parents Association (PA) of Cloonakilla National School

(1) The Purpose of the PA

The purpose of the PA is to provide a structure through which the parents/guardians of children attending Cloonakilla National School can work together to provide the best possible education and school environment for the children attending the school. The PA works with the principal, staff, and Board of Management (BOM) to build an effective partnership between home and school.

(2) The Aim of the PA

The aim of the PA is to enable parents to play their part in ensuring the best possible education for their children, through the association's activities. The PA promotes the interests of the students in cooperation with the BOM, principal, teachers, and students in accordance with the Education Act, 1998.

(3) The Work of the PA

The PA promotes the involvement of parents, and endeavours to support pupils, parents and teaching staff on a day to day and ongoing basis. In planning its activities, the PA consults the school principal and the BOM. The PA may advise the principal and BOM on any matters relating to the school in accordance with the Education Act, 1998,26 (2)(a).

(4) The Membership of the PA

All parents/guardians of children attending Cloonakilla National School are automatically deemed to be members of the PA.

(5) The Committee of the PA

While all parents are part of the PA, not all can or need to be involved in the day to day business of organising the work. It is for this reason that a committee is formed. 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. A major role of the committee is to involve parents who do not wish to be on a committee but who may wish to

help with particular activities.

(6) The Work Of The Committee of the PA

- (i) The committee draws up plans for the activities of the association in consultation with parents and in accordance with their wishes.
- (ii) The committee is responsible for seeing that activities are run efficiently and effectively.
- (iii) The committee establishes and maintains effective communication with the school principal and BOM, and consults with the principal and BOM when planning the programme of activities throughout any given year.
- (iv) The committee reports on its work to the parent body (the members) at the Annual General Meeting (AGM).
- (v) The committee manages and accounts for any funds collected by the PA.
- (vi) Complaints: It is not the role of the PA's to pursue a complaint on behalf of an individual parent. However, in the case of an individual parent approaching the PA about an experience or concern, the PA committee may: (a) Advise the parent on how best to approach the school staff in order to informally resolve their issue; (b) Advise the parent that if they wish to make a complaint, there is a complaints procedure in place in the school, and encourage the parent to use the procedure.

(7) The Membership of the Committee

- (i) The committee is formed each year at the AGM, by a process whereby parents/guardians voluntarily put their name forward.
- (ii) A parent/guardian who cannot attend in person at the AGM, may put their name forward by proxy.
- (iii) There is no limit to the period of time a parent/guardian can remain on the committee, provided they have a child in the school.
- (iv) Once the incoming committee is formed, the officer positions are elected from this group.
- (v) Officer Positions are;

Chairperson/Vice Chair

Secretary/Vice Secretary

Treasurer/ Vice Treasurer

Persons putting their names forward for officer positions must be proposed and seconded. Where two or more persons are going forward for a position, a vote is held in the form of a paper ballot.

(vi) Officer positions are held by an individual representative for a minimum of one year and a maximum of two, with officer positions being held for two consecutive years where possible for continuity reasons. On any occasion where there is no member willing to assume an Officers position, it will be accepted that the previous person will remain in position for a longer period than two years.

(vii) Parent representatives elected to the BOM can also be members of the committee, but may not hold an officer post so as to avoid any conflict of interest with their role as board members.

(viii) The School Principal or a Teacher Delegate shall be invited to address the AGM of the PA. The School Principal or Teacher Delegate shall also be invited to attend one committee meeting per term. She/He may attend meetings at their own request or by invitation of the committee, to discuss a specific topic which may arise, that requires dual input.

(8) Sub Committees

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

(9) Finance

(i) A Treasurer is appointed from the committee and is responsible for keeping the accounts of the PA.

(ii) A financial report containing a written statement of income and expenditure is submitted to the AGM. A copy of the financial report, once approved by the AGM, is forwarded to the Board of Management.

(iii) The PA keeps a credit union account in its name. 2 signatures are required for all withdrawals from the account.

(iv) All purchases/spending of association funds are authorised by a majority vote of the committee.

(v) All funds raised by the PA for the benefit of the school are transferred from the PA to the school account. All payments are made from the school account.

(10) Quorum and Conduct of Committee Meetings

(i) 50% plus one member shall form a quorum of the committee.

- (ii) Members who wish to have a suggestion considered by the committee should formally propose it for a decision.
- (iii) Every proposal put forward shall be decided by a majority of votes of the members present.
- (iv) In the case of an equality of votes, the Chairperson shall have a second or casting vote.
- (v) In the case of an item/issue failing to be resolved over several proposals, the issue will be put to a vote, by the entire parent body.

- (vi) Meetings can be held in person or via Zoom/Teams. The PA can communicate between meetings by means of a private Whatsapp group or by email. The Chairperson will confirm the decision at the end of the vote and this will be noted in the minutes of the next meeting.

(11) Fund Raising

Fund raising for the school is done only with the prior agreement of the BOM. The PA agrees with the BOM specific projects for which funds are to be raised, and agrees in advance the percentage to be financed by the PA.

(12) Confidentiality

The committee communicates openly with the parents in the school. Occasionally matters may arise that must be kept confidential. In such rare cases, confidentiality shall be respected.

(13) National Parents Council (NPC)

Cloonakilla National School PA is affiliated to the NPC.

(14) Amending the Constitution

Amendments to the constitution may be made at the AGM. Proposals/motions to amend the constitution must be submitted in writing to the PA committee at least 10 working days before the AGM. These motions are then circulated to the committee before the AGM. The proposed amended constitution will then be voted on at the AGM.

(15) General Conduct

- (i) The AGM shall be held no later than the last day of October of each year.

(ii) At least seven working days notice of the date of the AGM shall be given to parents.

(iii) The proceedings of all meetings, including the AGM, shall be held in a minute book to be kept by the Secretary, and shall include the names of the committee members present, and members who have sent apologies.

(iv) The first business of each meeting shall be the reading, consideration and signing of the minutes of the previous meeting, by the Chairperson.

(v) Whenever possible, the date for the following meeting shall be decided at the end of each committee meeting.

(vi) Should a member fail to attend for three consecutive Committee Meetings, without being excused, he or she shall be deemed to be no longer a serving member of the Committee.