

The Constitution of Ratheniska N.S

Parents' Association

The Purpose of the Parents' Association

The purpose of the Parents' Association is to provide a structure through which the parents/guardians of children attending Ratheniska National School can work together for the best possible education for their children. The Parents' Association will work with the Principal, staff and Board of Management to build 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 numbers, 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, as the case may be, 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 and BOM in the operation of the school.

(4) (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 Aim of the Parents' Association

The aim of the Parents' 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' programme of activities.

The Parents' 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

This will be achieved as follows:

- Be a visible presence in the school.
- Run functions of educational and social value for the school community and pupils.
- Organise events that will provide funds to improve facilities in the school.
- To liaise with the Principal, teaching staff and Board of Management.

- To provide support for parents, especially new arrivals in the school.
- To provide practical help when required in the school.

The PA shall not:

- Interfere with matters concerning curriculum or teaching methods
- Discuss matters in relation to individual pupils, parents, staff or Board of Management.
- Be a channel for complaints for other parents.
- Make decisions on management issues in the school.

The Work of the Parents' Association

The Parents' 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 Parents' Association will consult with the school Principal and BOM.

The Membership of the Parents' Association

All parents or guardians of children attending Ratheniska National School will be deemed to be members of the Parents' Association.

The Committee of the Parents' Association

The members of the Parent's Association will elect a committee with a maximum of 9 and a minimum of 4. This committee will have responsibility for representing the parents of Ratheniska National School and managing the activities of the Parents' Association.

Subcommittees

Subcommittees can be set up for particular tasks. 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. A subcommittee must include at least one member from the Parents' Association committee for the purposes of reporting back to the committee.

The Election of the Parents' Association committee

The members of the committee will be elected each year at the AGM of the Parents' Association. Persons willing to go forward for election will be identified prior to or at the AGM or shall be proposed and seconded by parents attending the AGM.

The elected members shall then assign the officer positions of the committee which should include Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer and Vice Treasurer.

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 committee will ensure places are available for new members each year.

Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parent's Association committee. These members of the committee are in addition to the elected members of the Parent's Association committee.

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

Committee Meetings

The quorum for any meeting is 50% of the elected committee to include at least 1 officer.

All meetings are to be held following due notice provided to all members of the committee via text or email, with not less than 7 days' notice to be given in advance of this meeting.

All Committee Meetings should be held in the school where possible and with prior notice given to the Principal of the meeting. The Meeting room may be booked through the Principal/Deputy-Principal.

Committee members may suggest items for inclusion on the Agenda. All suggestions for inclusion should be made through the Secretary. The Executive Committee, comprising the Chairperson, Deputy-Chairperson, Secretary and Treasurer will agree the Agenda. Majority decision will apply to this process. Where there is a split vote, the vote of the Chairperson will decide.

All meetings will be held in a formal manner and all matters will be raised and discussed through the Chairperson. Members may not speak unless invited to do so by the Chairperson. The Chairperson will ensure fair procedures in relation to speaking time.

No item outside the Agenda will be raised at any time during the meeting. Only those items on the Agenda may be discussed.

AOB on the agenda will facilitate if there is an unforeseen issue that needs to be addressed

The Agenda will be distributed at least 2 days before the meeting.

The Minutes of each meeting must be kept by the Secretary and read and agreed at the subsequent meeting.

The PA shall meet at least once per term during the school year.

It may convene for extra meetings where required.

The next meeting date should be agreed at each meeting.

The Work of the committee of the Parent's Association

The Parent's Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body.

Any requests for funds from the school, either directly or through the Board of Management, must be accompanied by the relevant details such as an invoice or receipt. It must then be approved by the committee.

At fundraising events, all volunteers that collect money must be of the legal age of 18 and where possible be a member of the committee.

Any fundraising for the school by the Parent Association will be done with the prior agreement of the Board of Management.

Membership of National Parents Council Primary

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

AGM

AGM of the PA shall be held during September/October of each year and the following will be transacted: Chairpersons Address, Secretary's report, Treasurers report and General Business.

A minimum of 15 days' notice must be given to all members i.e. parents and guardians of current pupils.

A register in attendance should be taken at the meeting.

Any member may put forward a motion for the AGM. It must be in writing and received by the committee five (5) days before the AGM date.

Every person present at the AGM, or any PA meeting, is entitled to vote and may do so at his/her discretion. Each person is entitled to one vote. Where the vote is tied, the sitting chairperson will have the casting vote.

Insurance & Liability

The Parent Association of Ratheniska NS will ensure an adequate level of insurance is maintained at all times to cover liabilities which may arise through the execution of all Parent Association Activities.

Communication

With Principal:

- The secretary of the Parents' Association will normally communicate all relevant information to the Principal.
- The treasurer will communicate all matters relating to finances to the Principal/Secretary.
- The minutes of the meeting will be communicated to the Principal if they are not in attendance.

With the Board of Management:

The Parent's 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 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's Association.

Finance

The Parent's Association committee will finance the activities of the Parent's 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's 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's 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

The main fundraising for the school will be predominantly raised by the Board of Management.

The Parents' Association Committee will donate funds raised through various events for specific school projects.

The Chairperson of the Parents' Association will communicate with the Principal and the BOM; together they will decide what will be of most benefit for the school.

Any funds raised must be used for the purpose/s for which the money was collected. The PA will state what the money is being raised for before each event, which generates funds.

- A report will be sent to each Board of Management meeting outlining the current work of the PA.

With the Parent Body:

- The Parents' Association will communicate regularly with the Parent Body through their Newsletter and text messaging system.
- The Parents' Association shall run a Social Media Account – RatheniskaParentsAssociation – and would ask that all parents/guardians join the group as it is a forum for parents/guardians as well as a good method of communication for the committee to let members of the PA know what is going on or to display photographs of events or activities.

Amendments to 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's Association Committee. The Parent's 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.

The Constitution should be read in its entirety and reviewed at the first meeting of the Parents' Association meeting in each year to ensure all members are cognisant of the Constitution and the responsibilities of the Committee.

Ratification and Review

This constitution was drafted on the 7th of October 2023 by the officers of the Parents' Association and is currently awaiting ratification from PA and Board of Management.

Signed :

Signature of the Chairperson of the Parents Association

Date

Signature of Chairperson of the Board of Management

Date
