

Constitution of the Parent Association of St Senan's National School, Kilmacow

1. 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 the Kilmacow N.S. can work together for the best possible education for their children. The Parent Association will work with the Principal, staff and Board of Management to build effective partnership between home and school.

2. 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 program of activities.

The Parent 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.

3. The Work of the Parent Association

The Parent Association will undertake a program 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.

4. The Membership of the Parent Association

All parents or guardians of children attending Kilmacow N.S. will be deemed to be members of the Parent Association.

5. The committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 16 and a minimum of 6. This committee will have responsibility for representing the parents of Kilmacow N.S. and managing the activities of the Parent Association.

6. 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 outside the scope of the task; they remain at all times accountable to the main committee.

7. The Election of the Parent Association committee

- The members of the committee will be elected each year at the AGM of the Parent Association.
- 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 2 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 Association committee.
- No member of the committee will hold the same officer position for more than three consecutive years.
- To promote the smooth running of the committee, vice roles may be adopted.

8. 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 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 program of activities for any particular year.
- The committee will arrange with the Principal and Board of Management a system for ongoing communication.
- The committee will extend an invitation to the principal to attend meetings.
- 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.

9. 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.
- No overdraft facility shall exceed a € 200 maximum.
- The Parent Association is allowed to hold a float balance of €500 to allow the committee to operate and meet its financial obligations for events and activities as they become due.

10. 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.

11. Disputes

In the event of disputes a vote will be taken by the committee on a case by case basis. The vote will be taken with a minimum quorum of 5 members of the committee, including 2 officer roles (Chairperson, Treasurer, Secretary or their respective vice roles). The Chairperson will have the casting vote in the event that the vote is a draw.

12. Insurance

The Parent Association will take out their own insurance policy to cover their members in the event of claims. The insurance cover should provide cover for events such as fundraising, meetings, and social events.

The Parent Association committee should make sure all activities of the Parent Association comply with health and safety regulations.

When planning for events and activities the Parent Association will consult the insurance policy to ensure compliance with the policy terms and conditions.

13. Membership of National Parents Council Primary

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

14. 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. A quorum of at least two-thirds of the elected committee will be required. Changing the constitution is by simple majority vote.

Chairperson _____ Printed name Kevin Cooper

Secretary _____ Printed name Vivienne Foot

Treasurer _____ Printed Name Michael Morrissey