



Scoil Barra Naofa, Monkstown

Constitution of Scoil Barra Naofa Parents' Association

Title

The association shall be called, Scoil Barra Naofa, Parents' Association, Monkstown, Co. Cork.

Purpose

The purpose of the Parents' Association is to provide a structure through which the parents / guardians of children attending Scoil Barra Naofa 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 of home and school.

Aims

The aim of the Parents' Association is to enable parents to play their part in ensuring the best possible education for their children, through the Parents' Association's 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.

Education Act, 1998; Section 26:

- (1) The parents of students of a recognised school may establish, and maintain from among their number, 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 a 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, 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, in the operation of the school.*
- (3) The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents' association and to a parents' association when it is established.*
- (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 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. The Parents' Association may advise the Principal and the Board of Management on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a).

The Parents' Association recognises that matters concerning the organisation and professional work of the school, the school curriculum and its implementation are the exclusive function of the Principal and the Minister of Education.

Membership of the Parents' Association

All parents or guardians of children attending Scoil Barra Naofa will be deemed to be members of the Parents' Association.

The Committee of the Parents' Association

The members of the Parents' Association will elect a number of members, who will have responsibility for managing the activities of the Parents' Association. This team will serve as the committee of the Parents' Association.

It is hoped that the committee will have parental representatives (both mothers and fathers) from each class level.

The work of the Committee of the Parents' Association

- The committee is the team that will manage the tasks of the Parents' Association on behalf of the parent body (the members).
- The committee will draw up planned activities for the year, in consultation with the Principal and the teachers.
- The committee will liaise, where necessary, with both parents and students to ascertain the types of activities that might be of interest. The committee encourages parents to speak to a Committee member, if they have ideas on suitable events or activities for the children.
- 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 when planning the programme of activities for a particular year.
- At the Annual General Meeting (AGM), the committee will report to the parent body (members) about its work.
- The committee will manage and account for any funds collected by the Parents' Association and will liaise with the Principal in relation to this also.

Membership of the Committee

- The members of the committee will be elected each year at the AGM of the Parents' Association.

- At the AGM, all members of the committee are resigned from the committee.
- Nominations will be proposed and seconded from the floors.
- The number of members on the committee will be a maximum of 14 with a quorum of 7 required.
- Each member will be elected for one year, on a yearly basis.
- The term of membership for the committee is **for ONE YEAR**.
- Members may seek re-election for a further term or terms, if they wish.
- All members of the Parents' Association Committee should be Garda Vetted through the school.

Officers of the Committee

- An officer post (Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, and Secretary) can be held for a maximum of three years in any one office.
- Officers are elected to their posts immediately after the AGM by the newly elected committee.
- Other officers may be elected as required.
- A member should ideally have one year's experience on the PA Committee before taking up the position of Chairperson.

Structure of Committee Meetings

- The Committee will meet on a monthly basis, usually on Mondays at approx. 8pm.
- Additional meetings may be organised as needed.
- The quorum for meetings shall be seven.
- Meetings will take place in the school.
- It is not acceptable to bring children to a meeting.
- Minutes of the meeting shall be taken by the secretary and distributed to all members of the committee, following the meeting, in advance of the next scheduled meeting.

AGM

An Annual General meeting agenda shall be prepared by the Secretary, in consultation with the Chairperson and shall include:

1. Minutes of the previous meetings
2. Questions arising from there
3. Elections
4. Correspondence
5. Reports
6. Financial Statement
7. Any Other Business

Co-options / Volunteers

The Parents' Association Committee may co-opt people onto the committee to assist in their work at specific events (i.e. Santa Sunday) on the agreement of committee members. These people / persons have no vote on the Parents' Association Committee and have been co-opted

for a specific person. All person co-opted or volunteering at Parents' Association events should be Garda Vetted through the school.

Sub-Committees

The Board of Management often sets up sub-committees with specific mandates. Parents or guardians are often members of these committees. The committees are sub-committees of the Board of Management and the terms of reference for any such sub-committee are agreed by the Board of Management and clearly stated in writing. The accounts (if any) for these sub-committees re accountable by the Board of Management and the sub-committees report directly to the Board of Management annually, or as requested.

Scoil Barra Naofa currently (2018) has three sub-committees:

- Book Rental Committee
- Garden Committee
- Library Committee.

Additional sub-committees involving parents can be set up for particular tasks as required by the Board of Management. The members of any sub-committees should be Garda vetted through the school.

Finance

The Parents' Association will finance its activities through funds raised by events organised by the Parents' Association. A treasurer will be appointed from among the committee members and will be responsible for keeping accounts of the Parents' Association finances. The treasurer will liaise with the Principal and Treasurer of the Board of Management to ensure accounts are kept in accordance to guidelines advised for school accounts. A bank account has been opened in the name of Scoil Barra Naofa Parents' Association.

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. A copy of the PA accounts should be given to the Board of Management (BOM) of the school. The treasurer and at least one other member of the committee (usually Chairperson) must co-sign cheques drawn on the account.

Fundraising for the School

The main fundraising for the school will be predominantly raised by the Board of Management and any fundraising sub-committee organised. The Parents' Association Committee will donate funds raised through various events for specific school projects.

The Chairperson of the Parents' Association will meet with the Principal (who is a member of the BOM) and 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.

Organising an Event

When an event is being organised, it must first be thoroughly researched, taking into account the welfare of children and the public. Permission must be sought from the Board of Management for all events organised in the name of Scoil Barra Naofa.

A team is then formed to run an event liaising with the Chairperson and general committee. Children are not allowed accompany their parents to assist in the setup of such events. This is for the protection of the child and the property of the school. The only exception to this rule is when a member of the committee can supervise a small number of children in a specific room, separate to the areas being set up.

As there are children with Nut Allergies and other food allergies in Scoil Barra Naofa, the school has a strict 'no nut' policy and nuts or nut related products are prohibited from any event associated with Scoil Barra Naofa.

Membership of the National Parents Council Primary

The Parents' Association will affiliate to the National Parents Council Primary. This membership is renewable every January.

Insurance

The Parents' Association committee must have a specific Insurance Policy in place for the Parents' Association to organise any events.

GDPR

The Parents' Association committee will be GDPR compliant. They will store any personal data (such as phone numbers, email address etc.) securely. They will seek consent from a person when gathering any personal data. All other sensitive records (finance, minutes etc.) will be stored securely.

Chairperson / Vice- Chairperson

- Preside at meetings
- Applies Rules
- Gives Information
- Gets information

An effective Chairperson knows the rules of procedures, starts a meeting on times, introduces a meeting, gets minutes read, accepted, proposed, seconded and signed. Introduces each topic, encourages members to contribute, summarises from time to time, is seen to be fair, summarises at the end and gets the meeting over in time.

Secretary

Summons members to meetings, does all written correspondence, including minutes. Minutes of a meeting should be short, they should reflect discussions taking place, include decision taken

and should be recorded in a record book / folder. The Secretary is also responsible for the secure storage of all correspondence.

The business of meetings can be divided into four sections

- Chairperson gives information
- Chairperson gets information
- Discussion
- Decision making

Any meeting agenda should reflect the above purposes. The agenda is the most important pieces of paper before a meeting. (Minutes come second).

Treasurer

- Transacts the cash of the committee according to the committee's instructions.
- Is responsible for organising authorisation forms with the bank signatories of the account.
- Furnishes an up-to-date account at each meeting
- Is responsible for presenting accounts and bank statement each year.

Committee Members

Effective members, know the rules of procedures, are totally familiar with the purpose of each item on the agenda, come fully prepared, participate where appropriate, express agreement or disagreement with points raised and give reasons, help the Chairperson run the meeting, don't hog the meeting and select an effective Chairperson.

Event of Breakdown of the Parents' Association Committee

In the event of the Parents' Association dissolution, the power of attorney shall pass to the Board of Management, with the provision that resources be disposed of at the discretion of the Board of management.

Ratification and Review

This Constitution supersedes the BOM 17/06/1972; Parents' Association 22/06/92 and 19/10/98. This Constitution was drafted in September 2008 by the officers of the Parents' Association Committee in conjunction with the Board of Management, the Principal and the National Parents Council of Ireland.

It was sent via newsletter to all parents, seven days prior to the AGM and was passed at the AGM on 7th October 2008.

It was redrafted in October of 2018, by the Committee of the Parents' Association, in conjunction with the Principal and the Board of Management. It will be sent by email to all parents / guardians and will be passed at the next AGM.