

# **Constitution of the Parent Association of St Fiachra's Senior National School, Montrose Park, Beaumont, D5**

## **Name of the PA:**

The name of the Association shall be "St Fiachra's Senior School Parents' Association".

## **Overview of the PA:**

The purpose of the Parents' Association (PA) is to provide a structure through which the parents/guardians of the children attending St Fiachra's Senior National School can work together for the best possible education and school environment for their children and that this is achieved through the Parent Association's programme of activities. The Parent Association will promote the interests of the students by working together with the Principal, teachers, students and Board of Management in accordance with the Education Act 1998, (Section 26).

## **Aims of the PA:**

- a) To assist in furthering the objectives of the school.
- b) To provide a forum to inform and consult parents regarding school policy, plans and activities.
- c) To communicate parents' views on such issues.
- d) To advise the Principal and/or board on any matter relating to the school.
- e) To adopt a programme of activities which will promote the involvement of parents in consultation with the Principal in the operation of the school.
- f) To encourage parent participation in advancing the well being and interests of the students.

## **Role of the PA:**

The PA promotes the involvement of parents by endeavouring to support pupils, teachers and parents on an ongoing basis. In planning its activities, the PA consults with the Principal and the Board of Management.

The PA will not be involved in matters relating to the internal administration of the school.

## **Affiliation:**

The PA is affiliated to the National Parents Council (Primary) known as NPC. Membership is maintained by annual subscription.

## **Membership of the PA:**

All parents/guardians of children attending St Fiachra's Senior National School, Beaumont are automatically deemed to be members of the PA. There is no subscription fee to be a member.

**Senior Parents' Committee (SPC):**

The business and tasks of the PA shall be guided, managed and operated by a Committee.

The name of the Committee shall be Senior Parents' Committee (SPC). This was formerly called Senior Parents' Council.

The members of the Parent Association will elect a Senior Parents' Committee with a minimum of 7 people and a maximum of 21 people. This committee will represent the parents of St Fiachra's Senior National School and will manage the activities of the Parent Association.

**Election of the Senior Parents' Committee (SPC):**

An Annual General Meeting (AGM) shall be held each year in October at which the committee will be formed.

Any parent who wishes to be a member of the committee should advise the Chairperson in advance of the AGM if possible, or at the AGM. All parents who submit their names will be deemed to be members of the committee. In the event that more than 21 people wish to be on the committee then those present at the AGM must agree on who to elect. Ideally the committee should reflect a cross section of all children in the school. It should be noted that St Fiachra's Parent Association operate a helpers/volunteer list in addition to the committee. This is a pool of parents/guardians who are willing to help out throughout the year at the various activities of the committee and 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 are eligible, that is as long as they continue to be a parent/guardian of a child in the Senior School.

Parents representatives elected to the Board of Management are entitled to be members of the committee, but will not hold an officer position on the Parent Association committee.

The Principal or Principal's delegate will be invited to each meeting of the committee.

The Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Communications Officer and NPC Delegate are deemed to be the Officers of the committee.

Officer positions are filled by a majority vote of the committee members at the first committee meeting after the AGM.

No member of the committee will hold the same officer position for more than three consecutive years. An individual may only hold one officer position at any given time.

**Work of the Senior Parents' Committee (SPC):**

A minimum of two committee meetings are held per school term. A schedule of meetings is planned at the first committee meeting in November. Notices and reminders of meetings are sent to committee members by text and papers are sent by email.

The committee draws up a plan for the activities of the Parents' Association and runs them in an efficient and effective way. The committee arranges a system for ongoing communication with the Principal and Board of Management and with the Parent body.

All decisions of the committee shall be passed by a simple majority of those present, subject to there being a minimum of 5 members present at the meeting. (i.e. the quorum for the meeting to proceed is to have 5 members present). In the event of a tied decision the Chairperson holds a casting vote.

The Secretary will record the minutes of the committee meeting and will circulate these minutes to attendees and apologies prior to the next meeting. The minutes will be presented at the subsequent meeting for approval.

Any member of the committee, who does not attend three consecutive meetings, without notifying the Communications Officer or Secretary in advance, will be deemed to have resigned from the committee.

The committee will manage and account for any funds collected or spent on behalf of the Parents' Association.

At the annual general meeting (AGM), the committee will report to the parent body (the members) about its work.

**Finance:**

The SPC will finance the activities of the PA through fundraising.

The Treasurer will give a financial report 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 before the next scheduled meeting of the Board.

The committee will maintain a bank account in the Parent Association's name. All expenses in relation to business of the committee must be supported with receipts. All cheques shall be signed by the Treasurer and at least one other officer of the committee.

**Fundraising for the Senior School:**

Fundraising for the school by the Parent Association may be done for a specific purpose and with the agreement or at the request of the Principal and/or Board of Management.

All monies raised by the fund raising activities of the Parent Association will be presented to the Principal for lodgement into the St Fiachra's Senior School bank account.

**Amending the Constitution:**

Proposals to amend the Constitution must be submitted in writing to the Parent Association committee (SPC) at least two weeks prior to the Parent Association AGM. Changes are ratified at the AGM or if an urgent need arises an Extraordinary General Meeting (EGM) can be held. A simple majority of the members present will be required to carry an amendment to the Constitution. In the event of a tied decision the Chairperson has a casting vote.

**Date of ratification of the Constitution:**

This is the final version of the Constitution dated 13<sup>th</sup> October as discussed and agreed at SPC meeting on 13<sup>th</sup> October and presented to the Parent Association AGM on 20<sup>th</sup> October 2015.

It was passed at that meeting and replaces all previous versions of the St Fiachra's Senior School Parent Association Constitution.

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