

## **THE CONSTITUTION OF THE PARENTS ASSOCIATION OF “LETTERFRACK NATIONAL SCHOOL”**

### **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 Letterfrack National School 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.

Under the 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 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, 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 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 activities. The Parent Association will promote the interests of the students in partnership with the Board of Management, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

### **The Work of the Parent Association**

The Parent Association will undertake 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.

### **The Membership of the Parent Association**

All parents or guardians of children attending Letterfrack National School will be deemed to be members of the Parent Association.

## **The Committee of the Parent Association**

The members of the Parent Association will elect a committee with a maximum of 12 and a minimum of 7 members. This committee will have responsibility for representing the parents of Letterfrack National School and managing the activities of the Parent Association. For any important decisions the quorum of committee members will be 50%+1.

## **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. Ideally each class in the school will be represented, if not possible, at least each classroom.

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.

It is recommended that the Parents Association retain a minimum of three prior members.

Parents' representatives elected to the Board of Management may be 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.

## **The Work of the Committee of the Parent Association**

The Parent Association committee will be responsible for ensuring that all parents are consulted on Parent Association 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 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 Association.

## **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.

## **Fundraising for the School**

Fundraising for the school by the Parent Association will be done with the prior agreement of the Board of Management or Principal. The Parent Association committee will agree with the Board of Management or Principal as to the specific purposes for which funds are to be raised by the Parent Association.

## **Membership of National Parents Council Primary**

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

## **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.