



Parteen National School
Parteen
Co. Clare
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(061) 340457
Principal: Gerard Ruane
Deputy Principal: Mairéad Guckian

Parents Association of Parteen National School

Constitution of Parents Association

Purpose:

The purpose of the Parents Association is to provide a structure through which the parents/guardians of children attending Parteen NS can work together for the best possible education for their children. The Parent Association will work with the school Principal, staff and Board of Management to build effective partnership of home and school.

Aim:

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

The Parent Association will promote the interests of the students in co-operation with the BOM, Principal, teachers and students, in accordance with the provisions of the Education Act 1998.

The Work of the Parents Association:

The Parent 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.

Membership:

All parents/guardians of children attending Parteen N.S. will be deemed to be members of the Parents Association.

Committee:

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.

Membership of the Committee:

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

The number of the committee will be a maximum of 12 with a minimum of 6.

Each member will be elected for one year. Members may go forward for election for a further year.

Parent nominees elected to the Board of Management are automatically members of the Parents Association Committee, but will not hold an officer post.

Work of the Committee:

They will draw up a plan for the activities of the association

They 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.

The committee will be responsible for ensuring that it puts in place, in consultation with the Principal and the Board of Management, arrangements for ongoing communications between them.

The committee will report to the parent body (the members) about the work of the committee at the AGM.

The committee will manage and account for any funds collected by the Parents Association

The committee may co-opt people onto the committee to assist in their work. 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 are accountable to the main committee.

Support:

Some examples:

Refreshments for Communion, Confirmation, Open Day for new parents.

Uniform recycling

Clothing recycling

Sports Day

Book rental

Movement of furniture

Easter Egg Hunt

Book Fair

Open days for Parents

Parents as guest speakers

Consultation

The Parents association will be given a draft copy of relevant policies that directly affect parents / children. The Chairperson of the Parents Association will provide feedback to the school Principal. The draft policy will also be placed on the school website – all parents will be informed and they can contact the Principal with observations. The draft policy and observations received will be taken to the Board of Management by the Principal.

Finance:

Fundraising for the school by the Parents Association will be done with the prior agreement of the Board of Management. The Parents Association Committee will agree with the Board of Management as to the specific school projects for which funds are to be raised by the Parents Association.

A treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the parent association finances.

A written statement of Income & Expenditure will be given at the AGM.

The Parent Association will keep a bank account in its name. The treasurer and at least one other member of the committee must sign cheques drawn on the account.

All funds raised by the Parents Association will be used to finance its activities and specific school projects.

Catholic Primary School Management Association Handbook p.91/92

A Parent's Association is entitled to raise funds for the administration and activities of the association. They shall consult with the Board about any fund-raising for the school or school projects. The approval of the Board is needed prior to these funds being raised. The expenditure of these funds is by the Board of Management in consultation with the Parent's Association. All monies raised or generated for an agreed project for the school should, as soon as practicable, be lodged to the school account. Any funds raised must be used for the purpose(s) for which the money was collected. If, in exceptional circumstances, it becomes unnecessary for the Board to use all of the funds collected for the purpose specified, the Board will communicate this to the Parents Association and where appropriate, the local community. In any event the funds must be used for the school. The Board in consultation with the Parents' Association committee will decide the change of purpose for which the funds are used.

Communication between the Parents Association and the Board of Management.

The Principal will attend the Parents Association AGM to give a report from the Board of Management

The Principal will issue monthly newsletters to keep all parents informed of activities.

The Principal and the Chairperson of the Parents Association Committee meet in advance of the Parents Association Committee meetings and the Principal will update the Parents Association Chairperson with a report from the Board of Management.

Meetings

Meetings are held in the school.

AGM each October.

The Parents Association Committee meets the second Wednesday of the month.

Parents and the Board of Management

There is an election every four years for one mother and one father nominee.

If a vacancy occurs within four years the Board of Management consult with the Parents Association and either hold a new election or bring on the person with the next highest number of votes.

Constitution of Boards and Rules and Procedures 2011 Management, p.18:

It is important to note that Board members are not delegates of their electorates. They have no obligations to either report back to their electors or take instruction from them on how to vote at Board meetings.

Complaints

The Parents Complaints Policy must be followed when there is a complaint.

Guiding Documents:

National Parents Council and Irish Primary Principals Network, 'Supporting Each Other – a guide to best practice for the effective partnership between Principals and Parents Associations'

Constitution of Boards and Rules and Procedures 2011

Catholic Primary School Management Handbook Revised 2012

Chairperson of Parents Association

Date 19/11/14

Chairperson of Board of Management

Ratified by BOM: Date 20/11/14