



PTA CONSTITUTION

Blessington Educate Together N.S

Issued Tuesday November 7th, 2017

THE CONSTITUTION OF THE PARENT TEACHER ASSOCIATION OF BLESSINGTON EDUCATE TOGETHER NATIONAL SCHOOL

The Purpose of the Parent Teacher Association

The purpose of the Parent Teacher Association is to provide a structure through which the parents/guardians/teachers of children attending Blessington Educate Together National School can work together for the best possible education for their children. The Parent Teacher 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.

(3) (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 Teacher Association

The aim of the Parent Teacher 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 programme of activities.

The Parent Teacher 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.

The Parent Teacher Association will aim to ensure the inclusivity and respect for the school's multicultural environment is maintained.

The Parent Teacher Association will aim to support the financial well-being of the school through fundraising activities.

The Work of the Parent Teacher Association

The Parent Teacher 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 Parent Teacher Association will consult with the school Principal and Board of Management.

The Membership of the Parent Teacher Association

All parents or guardians of children attending Blessington Educate Together National School will be deemed to be members of the Parent Teacher Association and are invited to attend the Annual General Meeting held during September each year.

The committee of the Parent Teacher Association

The members of the Parent Teacher Association will elect a committee with a maximum of 12 and a minimum of 5. This committee will have responsibility for representing the parents of Blessington Educate Together National School and managing the activities of the Parent Teacher Association.

Sub-groups / Project Groups

Sub-groups / project groups can be set up to support particular tasks / areas of activity. The subcommittees may also co-opt people from the wider parent body to assist in their work. The sub-group / project groups remain at all times accountable to the main committee.

The Election of the Parent Teacher Association committee

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

No member of the committee will hold the same officer position for more than three consecutive years.

Voting

Parent Teacher Association committee members will be elected at the AGM. If the maximum of 12 committee members is not exceeded then no vote will be necessary. If there are more than 12 applications for Parent Teacher Association membership then the vote will proceed. Each parent is entitled to one vote in a secret ballot.

For any decisions needed within the committee meetings, if a consensus cannot be achieved, then a simple majority vote will be taken. All final decisions are referred to the Board of Management.

The Work of the committee of the Parent Teacher Association

The Parent Teacher Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The Parent Teacher 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 programme of 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 Teacher Association.

Finance

The Parent Teacher Association committee will finance the activities of the Parent Teacher 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 Teacher 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 Teacher 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

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

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. An EGM is scheduled for September at the start of each academic year.

Proposals to change the constitution must be submitted in writing to the Parent Teacher Association committee. The Parent Teacher 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.

PA Officer Role Definition

The Chairperson

The Chairperson should:

Lead and guide the committee in planning and delivering on their activities. This should involve:

- Chairing meetings.
- Helping the committee to have a clear vision and clear goals.
- Keeping the work of the Parent Teacher Association to agreed targets.
- Ensuring all members are respected, listened to and are encouraged to have their say.
- Facilitating people to work well together ensuring that the work of the committee is shared.
- Reviewing the work of the committee.
- Ensure that everyone has a clear understanding of their roles within the committee.
- Delegate the work of the committee to ensure all work is not the responsibility of one or two people.
- Work closely with the Secretary to plan the agendas and meetings.
- Ensure that the minutes are signed, dated and kept safely.
- Encourage the committee members to be prepared for the meetings.
- Ensure meetings start and finish at the agreed times.
- Make sure that, as each item is finished, the group is clear about what has been decided.
- Ensure that all decisions are taken democratically and with respect for everyone's opinions.
- Check on responsibilities taken on by members of the committee and make sure they have been clearly understood and allocated.
- Summarise all decisions at the end of the meeting.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson.

The Secretary

The role of the Secretary of the Parent Teacher Association committee is to:

- Take minutes at each meeting.
- File all correspondence and minutes safely.
- Minutes should be brief and should be a record of decisions made and actions to be taken; they may also record a brief outline of issues discussed.
- Agree the agenda for committee meetings with the Chairperson. It is important that all committee members have a right to have items included on the agenda, therefore they must be given adequate time to pass these items on to the Secretary.
- Make sure all committee members have the agenda prior to the meetings so they can be adequately prepared.
- Make sure all committee members receive a copy of the minutes of meetings, including committee members who had been unable to attend.
- Appropriately administer incoming and outgoing correspondence.
- Ensure the minutes are approved at each meeting. It is important at committee meetings that the minutes are agreed by those that attended to be a true and accurate record of what happened. Once this has been agreed by the committee the Chairperson should sign the minutes for the committee's records. This process is especially useful if there is any confusion in the future regarding any decisions made.
- Assist the Chairperson with clarification of decisions made at meetings.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary.

The Treasurer

The role of the Treasurer of the Parent Teacher Association committee is to:

- Lodge and record all financial transactions.
- Manage and maintain books/record of income and expenditure.
- Give monthly reports on the Parent Teacher Association finances to the Parent Teacher Association committee.
- Issue receipts for all financial transactions.
- Ensure that the committee has the necessary information to understand the Parent Teacher Association's financial needs.
- Advise on how the resources can best be used to fulfil the aims and work plan of the committee.
-
- Liaise with a bank or other financial institutions on behalf of the Parent Teacher Association.
- Present a full account of the year's income and expenditure at the Parent Teacher Association AGM. National Parents Council Primary (NPC) recommends that a copy of these records should also be submitted to the Board of Management for their information
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer.

Committee Members

The role of the Committee Members is to work hand in hand with the Officers and:

- Uphold the PTA Constitution and Code of Ethics/Conduct
- Attend PTA meetings and catch up on the minutes of any missed meetings
- Contribute energy and ideas to committee meetings
- Consider the views of the wider school community and give diverse perspectives during decision making
- Having responsibility for and getting involved in, planning and running events, where possible
- Run isolated projects in the form of sub-groups / project groups
- Support the intention and effort of the PTA as a whole
- Encourages participation and enthusiasm from the wider parent body for the events organized by the PTA
- Promotes the work of the School and the PTA to the wider parent body

We want representation across all year groups. New parents to the school will be warmly welcomed.