

THE CONSTITUTION OF THE PARENT ASSOCIATION OF
“ ST. OLIVER’S NATIONAL SCHOOL”

Revised January 2015

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 St. Oliver’s 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 programme of activities.

The Parent 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 Work of the Parent 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 Parent Association will consult with the school Principal.

The Membership of the Parent Association

All parents or guardians of children attending St. Oliver's 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 15 and a minimum of 7. This committee will have responsibility for representing the parents of St. Oliver's National School and managing the activities of the Parent Association.

Subcommittees

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 remain at all times accountable to the main committee.

The Election of the Parent Association committee

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

At the AGM all current committee members will step down, but they may 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 St. Oliver's National school.

The committee will ensure 4 places are available for new members each year.

Candidates must be nominated and seconded at the AGM before they are elected. Each committee member will be elected for one year. If more candidates are nominated than is necessary, a secret ballot will take place at the meeting.

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

Parent Association Officer Roles will be elected at the first meeting of the newly elected committee. This will usually take place early in October of each new school year. The position of Chairperson, Secretary and Treasurer will be elected from within the new committee, along with vice roles in each category. If more than one candidate is nominated for any officer position, a secret ballot will take place.

No member of the committee will hold the same officer position for more than three consecutive years. Exception to this rule may be made if there is no new person willing to assume a particular officer role.

The Work of the committee of the Parent Association

The committee will meet on average once per month during the school term.

The minutes of each meeting once approved and signed will be kept.

All matters discussed at committee meetings are considered confidential unless otherwise stated.

Any committee member who misses three consecutive meetings without notification to the committee shall be deemed to have resigned.

The committee shall have the right to co-opt a replacement in the event of a resignation.

The Parent Association committee will be responsible for ensuring that all parents are consulted on 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 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 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 Principal and Board of Management of St. Oliver's National School. The Parent Association committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Association.

All funds raised by the Parent's Association will lodged to the Parent's Association Account and transferred to the Board of Management Account, ensuring accountability and transparency.

At any given time, a minimum amount of €500.00 will be held in the Parent's Association Account to cover running costs as they may occur throughout the year. (purchase of raffle tickets, etc prior to fundraising events).

Membership of National Parents Council Primary

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

The Parent Association Committee shall elect National Parent Council Delegates to represent the Parent Association of St. Oliver's National School.

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.

Revised and Ratified: January 2015