

Bunreacht Chumainn na dTuistí

The CONSTITUTION of the PARENT ASSOCIATION of *Gaelscoil na Lochanna*



1 Réasúnaíocht 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 Gaelscoil na Lochanna 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 of home and school.

2. Aidhm an Chumainn The Aim of the Parent Association

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 board, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

3. Ballraíocht an Chumainn The Membership of the Parent Association

All parents or guardians of children attending Gaelscoil na Lochanna will be deemed to be members of the Parent Association.

4. Obair an Chumainn 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 Parent Association may advise the Principal and Board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a).

5. Coiste na dTuistí The Committee of the Parent Association

The members of the Parent Association will elect a number of members who will have responsibility for managing the activities of the Parent Association. This team will serve as the Committee of the Parent Association.

**6. Ballraíocht Choiste na dTuistí
Membership of the Committee**

- α. The members of the Committee will be elected each year at the AGM of the Parent Association, to which all parents and guardians of children of the school are invited. (It will be important that parents from as many classes as possible are represented on the Committee).
- β. The Principal of Gaelscoil Na Lochanna will be invited to meetings of the Committee.
- γ. All Committee members whose term of office is finished stand down. If they are willing to go forward for the next year they should seek nomination again.
- δ. All members of the Parents Association are entitled to be nominated for election to the Committee.
- ε. The number of the Committee will be 10 with a minimum of 6.
- φ. A minimum of three places will be held open for new members.
- γ. Each member will be elected for one year. Members may go forward for election for a further year, providing they have a child in the school.
- η. Parent Representatives elected to the Board of Management are automatically members of the Committee, but will not hold an officer post.
- ι. Co-options and Subcommittees
 - ³⁵/₁₇ 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. All Subcommittee work will also be done in consultation with Principal.
- φ. Nominations will be taken at the AGM or may also be requested by post.
- κ. All members of the Parents Association who attend the AGM are entitled to vote on all motions proposed at the AGM.
- λ. Two tellers will be nominated to count votes.

**7. Obair an Choiste
The Work of the Committee of the Parent Association**

- α. In keeping with the cornerstone of our ethos, the Committee is obliged to use as much Gaeilge as possible in the organisation of its activities.
- β. The Committee is the team that will manage the tasks of the Association on behalf of the parent body (the members), and the Committee will endeavour to keep parents abreast on aspects of school life.
- χ. The Committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.
- δ. The Committee will be responsible for seeing that activities are run in an efficient and effective way.
- ε. The Committee will consult with the School Principal when planning the programme of activities for a particular year.
 - ³⁵/₁₇ The following are examples of activities which the Committee could endeavour to undertake during their term of office:
 - i. Organise Fundraising and Events
 - ii. Promote awareness of school life among all parents
 - iii. Disseminate information i.e. on certain curriculum subjects to all parents and guardians
 - iv. Help organise educational visitors/speakers of interest to the school e.g. nurse, doctor, garda, vet
 - v. Help organise a family related activity during Seachtain na Gaeilge
 - vi. Help out with maintenance of school grounds

vii. Organise refreshments for school occasions

φ. Added at AGM 2012: The Constitution of the Parents Association will also be available in Irish.

**8. Struchtúr an Choiste
Structure of Committee:**

Chairperson
Vice Chairperson
Secretary
Treasurer
Assistant Treasurers?
2 Nominees to the Board of Management

- a. A quorum of 50% + 1 needs to be present in order for a decision to be passed at a Committee meeting.
- b. The Chairperson and the Secretary of Coiste na dTuismitheoirí shall draw up an Agenda and notify Committee Members at least one week in advance of meetings.
- c. The Secretary shall record minutes of every meeting. The minutes of each meeting shall be given to the Principal for School files.
- d. No Board of Management member may be nominated to Coiste na dTuismitheoirí. The Parents Representatives on the Board are automatically members of the Committee.
- e. No Member of the Coiste other than the Chairperson or nominated Member shall make any official or public statement or representation on behalf of the Coiste.
- f. NB. Individual teachers / pupils and the work of individual classes cannot be discussed at meetings of Coiste na dTuimitheoirí.
- g. The Committee will arrange with the Principal and Board a system of ongoing communication.
- h. At the Annual General Meeting (AGM) the Committee will report to the parent body (the members) about its work.
- i. The Committee of the Parents Association will meet at least six times throughout the school year.
- j. Meetings will last no longer than one and a half hours.
- k. A system of communication between the Chairperson of the Committee and the Principal of Gaelscoil na Lochanna will be agreed between both parties at the beginning of each school year.
- l. Adopted at AGM Jan. 2011: In the event that the Coiste need to make a decision on a matter only members present at meetings may vote.
- m. Adopted at AGM Sept. 2012: To ensure effective communication between Committee, School and Board of Management – the Principal will provide a report on school items at Coiste meetings and a space in the Board meetings will be allocated for a report of the Committee.

**9. Airgeadais
Finance**

The Parent Association recognises that the responsibility for managing all school finances rests with the Board of Management.

The Parent Association will finance its activities through fund raising specifically for the work of the Parent Association, or through a contribution from the Board of Management.

A Treasurer will be appointed from among the Committee members and will be responsible for keeping the accounts 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.

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.

**10. Ag Bailiú Ciste don Scoil
Fund raising for the School**

Fund raising for the School by the Parent Association will be done with the prior agreement of the Board. The Parent Association Committee will agree with the Board as to the specific school projects for which funds are to be raised by the Parent Association.

**11. Rúndacht
Confidentiality**

- a. The Committee should communicate openly with parents of the children of Gaelscoil na Lochanna.
- b. Matters may arise which require confidentiality.
- c. It is very important that confidentiality is respected.

**12. Ballraíocht
Membership of National Parents Council Primary**

The Parent Association will affiliate to National Parents Council Primary annually.

**13. Athruithe don Bhunreacht
Amendments to the Constitution**

Changes to the Constitution can be made at the AGM. Proposals / motions to change the constitution must be submitted in writing to the Parent Association Committee. The Parent Association Committee will then circulate these motions to all parents before the AGM. All parents of children in the school at the meeting are eligible to vote on the proposals.

**14. An Cruinniú Chinn Bhliana
Annual General Meeting**

The Annual General Meeting of the Parents Association will be held during the first term of each new school year.

Dáta: _____