



THE CONSTITUTION OF THE PARENTS' COUNCIL OF CLONEGAL NATIONAL SCHOOL

The Purpose of the Parents' Council

The purpose of the Parents' Council is to provide a structure through which the parents/guardians of children attending Clonegal National School can work together for the best possible education for their children. The Parents' Council 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 Parents' Council

The aim of the Parents' Council 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 Parents' Council programme of activities.

The Parents' Council 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 Parents' Council

The Parents' Council 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' Council will consult with the school Principal.

The Membership of the Parents' Council

All parents or guardians of children attending Clonegal National School will be deemed to be members of the Parents' Council



The Committee of the Parents' Council

The members of the Parents' Council will elect a committee with a maximum of 6 and a minimum of 3. The committee will have responsibility for representing the parents of Clonégall National School and managing the activities of the Parents' Council. The committee must consist of at least the following posts (1) a Chairperson, (2) a Secretary and (3) a Treasurer.

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 Parents' Council Committee

The members of the committee will be elected each year at the AGM of the Parents' Council. Each member will be elected for one year. At the AGM all committee members must 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.

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

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

If a committee member resigns mid year then the remaining committee members will seek a replacement by way of an EGM. All parents should be notified in writing of the vacant position and advised of the date of the EGM, which will be held within one month of the resignation.

The Work of the committee of the Parents' Council

The Parents' Council committee will be responsible for ensuring that all parents are consulted on issues that are pertinent to the entire parent body.

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 when planning the programme of activities for any particular year.

The committee will arrange with the Principal 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's Council.



Finance

The Parents' Council committee will finance the activities of the Parents' Council 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 Parents' Council finances. The Treasurer will give a statement of income and expenditure at each committee meeting, if required. 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 Parents' Council shall keep a single bank account in its name. The Treasurer, Secretary and Chairperson shall all be signatories on the bank account. Each cheque issued will require two signatures. If a committee member, who is a signatory, is making a claim for expenses then that member may not sign their own expenses cheque. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account except in the circumstances above.

Fundraising for the School

Fundraising for the school by the Parents' Council will be done with the prior agreement of the Principal who will liaise with the Board of Management. The Parents' Council committee will agree with the Principal as to the specific purposes for which funds are to be raised by the Parents' Council. Immediately following, where practical, a Parents' Council fundraising event 2 committee members and one ordinary Parents' Council member shall count the monies raised. Funds raised should then be lodged to the bank account at the earliest opportunity and a newsletter reporting the funds raised should be distributed to all parents within a reasonable time frame. A percentage of the funds raised, determined by the committee, shall be retained by the Parents' Council for operating expenses. Raised funds will be forwarded to the school Principle by way of a cheque as soon as is practical.

Membership of National Parents Council Primary

The Parents' Council 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, at an EGM that should be called for that specific purpose. Proposals to change the constitution must be submitted in writing to the Parents' Council committee. The Parents' Council 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.