

Scoil Eoin Balloonagh Parents Association Constitution

The Purpose of the Parents Association:

The purpose of the Parents Association is to provide a structure through which the parents/guardians of children attending Scoil Eoin can work together for the best possible education of their children. The Parent Association will work with the principal, staff and board of management to:

1. Uphold the ethos of the school
2. Help maintain a proud tradition in education
3. Build an effective partnership of home and school.

The Aim of the Parents Association:

The aim of the parents' association is to:

- Enable parents/guardians to play their part in ensuring the best possible education for their children through the co-operation of the association with activities agreed by all parties.
- Promote a positive and active home/school partnership.
- Provide a forum for parents/guardians to express their views on school policy issues relating to the school.
- Be aware of current education legislation and policies of the Department of Education and Skills and have copies of all circulars available in the Parents Room.
- Support each other as parents/guardians by providing opportunities to meet and share experiences about bringing up children and helping them to learn.
- Foster good relationships between the parent association and the other stakeholders in the school community.
- Support and both affirm and appreciate the positive work of the teachers and all school staff.
- Ensure that it has good communication structures, both formal and informal, with all the other partners in the school community so that there is
 - shared understanding of one another's work
 - shared goals and expectations for the children and the school
 - good ways of solving problems
 - good ways of consulting with each other.
- Ensure that all parents/guardians, including those from different cultural and ethnic backgrounds, and parents/guardians of children with special needs, are encouraged to participate in the work of the association.

The Parents' Association will promote the interests of the students in co-operation with the Board of Management, Principal, Teachers and Students.

The Parents' Association is not a forum for complaint against either an individual teacher or parent. The school's Complaints Procedure is the mechanism for this.

The Work of the Parents Association:

The Parents Association will undertake a programme of activities which will promote the involvement of parents/guardians and which will support pupils, parents/guardians and school staff. In planning its activities, the parents association will consult with the school principal.

Where working groups are set up by the school to develop school policy, the parents association will take an active part as members of such groups.

The parents association will run a parents' room, where parents/guardians can meet and information leaflets, circulars and books on topics of interest can be displayed.

The Membership of the Parents Association:

All parents or guardians of the children attending Scoil Eoin will be deemed to be members of the Parents Association.

The Committee of the Parents Association:

While all parents/guardians are part of the parents association, not all can be involved in the day-to-day business of the work. The committee is the team of people who manage the tasks of the parents association on behalf of all parents/guardians. The committee manages the business of the parents association in accordance with the constitution of the parents association. Any parent/guardian can become a member of the committee by signing the application form at the AGM and attending the monthly meetings of the parents association. The elected parents' representatives to the Board of Management are also automatically members of the parents' association committee.

The work of the committee/team:

The team has shared responsibility for:

- Planning for the future and developing a vision for the parents association.
- Managing the programme of activities for the year.
- Communicating and consulting with and involving as many parents/guardians as possible in the activities of the parents association.
- Communicating and consulting with other partners in the school community.
- Planning agendas and keeping records of meetings.
- Looking after finances.

The committee will consult with the principal when planning the programme of activities for a particular year.

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

In organising its activities for the year, the committee may appoint a sub-committee to deal with a particular task or project. This sub-committee will be for the duration of the particular task/project and will report back to the committee at a regular monthly meeting. The sub-committee may not make decisions. It is accountable to the main committee.

Election of Officers:

The officers of the committee shall comprise the chairperson, vice-chairperson, secretary and treasurer. An election of officers shall take place at the regular monthly meeting of the committee immediately following the AGM. Officers can be elected by being nominated and seconded by members of the committee. In the event of more than one person being nominated for an officer's position, an election will take place. Counting of the votes will be carried out by two members of the committee, neither of whom is either being nominated for any officer post, or who have nominated any other person for any officer post. The person getting the highest number of votes will be deemed to be elected. Any officer may be re-elected to a post. However, any officer who has held a post for a total of three years will NOT be eligible for re-election. Parents/guardians who are currently the elected representatives to the board of management are NOT eligible to be considered for an officer's post until such time as they have completed their period of representation on the board of management. This is to avoid any conflict of interest with their role as board members.

The Chairperson:

- Conducts the meeting, keeps order and ensures fairness when discussions or voting takes place.
- Is the team's main spokesperson (this does not mean that s/he does all the work).
- Asks members if there is anything they would like to include in the agenda for the next meeting.
- Welcomes members on the day of the meeting.
- Sets out the agenda and time frame for the meeting.
- Asks for contributions from others during the meeting (gets others involved).
- Clarifies, summarises and gains consensus for important points during the meeting.
- Ensures that any decisions made are implemented.
- Agrees a date for the next meeting.
- Meets with the principal on a monthly basis, prior to the monthly meeting, and gives feedback from this meeting to the committee.

The Vice-chairperson:

- Assists the chairperson in his/her role.
- Chairs the meeting when the chairperson is unable to attend.

The Secretary:

- Informs members of the committee of the next meeting.
- Writes the agenda for the meeting and agrees this with the chairperson.
- Takes brief notes of the meeting (minutes).
- Enters the minutes into the Minutes Book.
- Links with the chairperson to ensure that the minutes accurately reflect the previous meeting.
- Ensures that any action agreed upon is allocated to some members of the committee.
- Accompanies the chairperson to the monthly meeting with the principal.
- Deals with all correspondence.
- Collates items for the Christmas and Easter newsletters.

Minutes:

- Minutes should be laid out under the headings in the agenda. They should reflect accurately the items discussed and where any action is to be taken, the minutes should clearly indicate who is to take the action.

The Treasurer:

- Prepares and keeps all the financial records on behalf of the parents association.
- Lodges all monies collected from fundraising to the parents association account.
- Is a co-signature on all cheques drawn on the parents association account.
- Collates a written statement of income and expenditure for presentation at the AGM.
- Presents a financial report at the monthly committee meeting.

Finance:

The parents association will finance its activities through fundraising specifically for the work of the parents association. A treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the parents' association finances.

A written statement of income and expenditure will be given at the AGM.

The parents 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.

Fund raising for the school:

Fund raising 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 and the principal as to the specific school projects for which funds are to be raised by the parents association.

Summary of Role of Parents Association as distributed by the Parents Association to the school community.

Role of the Parents Association

The Parents Association in Scoil Eoin was established over 20 years ago. The Parents Association works hard to:

- Build effective co-operation and partnership between home and school.
- Provide a structure through which parents/guardians of children attending Scoil Eoin can work together with the Principal, Staff and Board of Management for the best possible education for their children.
- Ensure that all parents/guardians, including those from different cultural and ethnic backgrounds and parents of children with special needs, are encouraged to participate in the work of the association.
- Uphold the ethos of the school.

Who makes up the Parents Association?

All parents/guardians of pupils of the school are members of the Parents Association. The parents association elects a committee who manage the responsibilities of the Parents Association on behalf of all the parents/guardians. The current principal committee members are:

- Chairperson
- Vice chairperson
- Secretary
- Treasurer
- Board of Management Representatives

Activities of the Parents Association.

The following are some of the activities in which Parents Association is involved:

- Channelling parents/guardians views on school policy issues to the Principal/Board.
- Arranging talks on topics of interest for parents/guardians.
- Organising information and social events for parents/guardians of children of the school e.g. keep-fit and cookery classes.
- Providing support/organisational input to major school events e.g. Christmas concerts, Book fair, Sixth class graduation mass.
- Producing a newsletter that outlines the activities of the association.
- Organising Fund Raising Events for the school, which in turn benefits projects and educational, sporting and fun events for the students.

National Parents Council

We are affiliated to the National Parents Council – Primary (NPC). The National Parents Council-Primary is the nationwide organisation for parents/guardians of primary school children and is recognised by the Education Act 1998. Membership of the NPC provides Parents Committees with access to support systems and training programmes. For more information click on www.npc.ie.

When do we meet?

The Parents Association meet on the first Wednesday of the month at 8 p.m. during the school term. Meetings take place in the Parents Room in the school with access through the Stacks Villas entrance.

Contact with the Parents Association can be made by texting (087) 9662434 or emailing scoileoinparents@gmail.com

Please contact us if you wish to be informed of forthcoming meetings/events or if you wish to assist in any of our activities.

New Members Always Welcome