

SCOIL RÉALT NA MARA Parents Council Constitution

Working happily together we achieve our goals

Issue 1 April 2021

Scoil Réalt na Mara Parents Council Constitution

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Scoil Réalt na Mara Parents Council Constitution

Record of revisions

Issue #	Date	Reason for revision
1	06/04/2021	Initial Draft

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 Scoil Réalt na Mara 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' council for that school and membership of that Council shall be open to all parents of students of that school.
2. A parents' Council 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 parents' Council shall, following consultation with its members, make rules governing its meetings and the business and conduct of its affairs.
Where a parents' Council is affiliated to a national Council of parents, the rules referred to in this paragraph shall be in accordance with guidelines issued by that National Council 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 Council's 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 Scoil Réalt na Mara 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 15 and a minimum of 6. This Committee will have responsibility for representing the parents of Scoil Réalt na Mara National School and managing the activities of the Parents Council. The structure of the Committee should be such that there is a representative from each class / classroom represented. Before each AGM an open invitation will be issued through the School communication channels to all parents to join the Committee this is to ensure the Parents Council remains inclusive and doesn't exclude any parents of children in the school

Sub Committees

Sub Committees can be set up for particular tasks. The Sub Committees may also co-opt people to assist in their work. The Sub Committees 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 a two year period. At the AGM all Committee members step down. Those parents in the middle of their two-year term would be encouraged to stay on to complete their two-year term if they so wish, and 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 4 places are available for new members each year. Parents' representatives elected to the Board of Management are automatically members of the Parents Council, 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 three consecutive years.

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 which are pertinent to the entire parent body. The Parents Council 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 Council on behalf of the parent body (the members).

The Committee will draw up a plan for the activities of the Council, 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 Council.

Decision making

In order to take a decision on Committee matters 4 Committee Members should be present to establish a Quorum. This should include amongst its group the Chairperson (or Vice Chairperson) or the Secretary (or Vice Secretary) or the Treasurer (or vice treasurer) For example one of the above persons + 3 other Committee members.

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.

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 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. At the end of the school term where there is a funding surplus such funds shall be retained in the Parents Council Bank Account for Parent Council activities. The Parents Council June monthly meeting shall make a record of this surplus in the minutes and indicate the specific purpose for same. The Board of Management shall be notified of such remaining funds and the fundraising project it was raised for.

Fundraising for the School

Fundraising for the school by the Parents Council will be done with the prior agreement of the Board of Management. The Parents Council Committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parents Council. To facilitate the Parents Council projects strategy for each school year a Focus Group shall be convened each June which will consist of the following persons:

- The Principal.
- Another Teacher from the School.
- Two Parent Council Committee members.
- A Board of Management member if available.

This groups purpose is to plan the proposed Parents Council projects and any necessary fundraising requirements to fund such projects for the forthcoming school year.

Membership of National Parents Council Primary

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

Changing the Constitution

This Constitution is written by the Parents Council Committee.

Changes may only be made to the constitution 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 Parents Council Committee. The Parents Council Committee will then circulate these proposals to all parents before the AGM/EGM.

The Board of Management shall be consulted for their input during this process.

All parents of children in the school at the meeting are eligible to vote on the proposals.

Access to the Constitution

This Constitution shall be made available to all Parents/Guardians through the School communication channel upon request and the School website.