



THE CONSTITUTION OF THE PARENTS' & GUARDIANS' ASSOCIATION OF ST BRIGID'S GREYSTONES NATIONAL SCHOOL

The Purpose of the Parents' & Guardians' Association

The purpose of the Parents' & Guardians' Association, to be referred to as the *Parents' Association or PA*, is to provide a structure through which the parents/guardians of students attending *St Brigid's Greystones National School* can work together for the best possible education and school experience for their children. The Parents' Association will work with the Principal, staff and Board of Management to build effective partnership between home, school and community.

The Parents' 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 cooperation with the board, Principal, teachers and students of a 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, 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) The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents' association and to a parents' association when it is established.

(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' Association

The aim of the Parents' Association is to enable parents and guardians to play their part in ensuring provision of the best possible education and school experience for their children and that this is achieved through the Association's programme of activities. The Parents' Association will promote the interests of the students in cooperation with the Board of Management, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

The Parents' Association will;

- Work for the betterment of all the students in the school.
- Support and empower parents to be active in the best interests of their children's lives.
- Be inclusive of all parents and guardians.

The Work of the Parents' Association

The Parents' Association will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents, guardians and school staff. In planning its activities, the Parents' Association will consult with the school Principal. The Parents' Association will follow the guidelines of the National Parents Council where appropriate, <https://www.npc.ie/images/uploads/downloads/WorkingEffectively.PDF>

The Membership of the Parents' Association

All parents or guardians of students attending St Brigid's National School will be deemed to be members of the Parents' Association.

The Committee of the Parents' Association

The members of the Parents' Association will elect a committee with a maximum of 15 and a minimum of 5 roles. This committee will have responsibility for representing the parents and guardians of St Brigid's National School and managing the activities of the Parents' Association.

St Brigid's Parents' Association Roles:

Chairperson - Elected role

Lead and guide the committee in planning and delivering on their activities. This should involve:

- Chairing meetings
- Helping the committee to have a clear vision and clear goals
- Keeping the work of the Parents' Association to agreed targets
- Ensuring all members are respected, listened to and are encouraged to have their say
- Facilitating people to work well together ensuring that the work of the committee is shared
- Reviewing the work of the committee.

Ensure that everyone has a clear understanding of their roles within the committee

Delegate the work of the committee to ensure all work is not the responsibility of one or two people.

Work closely with the Vice Chairperson and Secretary to plan the agendas and meetings.

Ensure that the minutes are signed, dated and kept safely.

Encourage the committee members to be prepared for the meetings.

Ensure meetings start and finish at the agreed times.

Make sure that, as each item is finished, the group is clear about what has been decided.

Ensure that all decisions are taken democratically and with respect for everyone's opinions.

Check on responsibilities taken on by members of the committee and make sure they have been clearly understood and allocated.

Summarise all decisions at the end of the meeting.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson.

Vice Chairperson - Elected role

Deputising for the Chairperson when necessary, the Vice-Chairperson helps to ensure that the Committee and all of the events continue to run smoothly.

To support the chairperson in all aspects of their role, to ensure that the business of the PA is conducted in accordance with the wishes of the representatives of the PA and to uphold the constitution of the PA.

Duties include chairing meetings in the absence of the Chairperson, drawing up the annual PA programme in consultation with the Chairperson, committee and school, welcoming and involving other parents into the PA, leading parents and guardians and wider school community engagement in the PA (class representatives, use of local contacts and skills).

National Parents Council Delegate - Elected role

The NPC Delegate is a parent from the PA who will be the link to National Parents Council Primary. NPC will communicate all notices and information to the Delegate.

Special Educational Needs National Parents Council Delegate - Elected role

The NPC SEN Delegate is a parent from the PA who will be the link to National Parents Council Primary. NPC will communicate all notices and information to the Delegate. It is similar in nature to the NPC Delegate role except it has particular focus on the area of SEN.

Secretary - Elected role

The role of the Secretary of the Parent Association committee is to:

Take minutes at each meeting

File all correspondence and minutes safely

- Minutes should be brief and should be a record of decisions made and actions to be taken; they may also record a brief outline of issues discussed

Agree the agenda for committee meetings with the Chairperson and Vice Chairperson. It is important that all committee members have a right to have items included on the agenda, therefore they must be given adequate time to pass these items on to the Secretary.

Make sure all committee members have the agenda prior to the meetings so they can be adequately prepared.

Make sure all committee members receive a copy of the minutes of meetings, including committee members who had been unable to attend.

Appropriately administer incoming and outgoing correspondence.

Ensure the minutes are approved at each meeting. It is important at committee meetings that the minutes are agreed by those that attended to be a true and accurate record of what happened. Once this has been agreed by the committee the Chairperson should sign the minutes for the committee's records. This process is especially useful if there is any confusion in the future regarding any decisions made.

Assist the Chairperson with clarification of decisions made at meetings.

Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary.

Green Schools Coordinator / Environmental Schools Coordinator

Responsible for coordinating and maintaining green schools volunteers group, with the intention of supporting maintenance of the school grounds, environmental and biodiversity education and activities, liaising with Junior Tidy Towns volunteers, and supporting Green School Flag activities. Requests for additional support beyond the green schools volunteer group may be via the Class Rep WhatsApp groups or, upon request, emails directly from the school to all parents and guardians.

Library Coordinator

Responsible for the school library and maintaining and organising library volunteer contact groups, scheduling rota for library support, repairing and updating the library books where appropriate. Requests for additional support beyond the library volunteer group may be via the Class Rep WhatsApp groups or, upon request, emails directly from the school to all parents and guardians.

Catering Coordinator

Responsible for catering at events during the school year and maintaining and organising catering volunteers. Catering events may include but are not limited to: Welcome evening for new parents, new students induction morning, AGM, Communion reception, Confirmation reception, Sports day lunch. Requests for additional support beyond the catering volunteer group may be via the Class Rep WhatsApp groups or, upon request, emails directly from the school to all parents and guardians.

Information and Communications Technology Coordinator

Responsible for coordinating and maintaining ICT volunteers groups, with the intention of supporting the school with information and communications technology education and activities for students, including but not limited to a yearly ICT designated week in coordination with transition year students from partnered secondary schools. Requests for additional support beyond the ICT volunteer group may be via the Class Rep WhatsApp groups or, upon request, emails directly from the school to all parents and guardians.

Publications Coordinator

Responsible for coordinating and maintaining publications volunteer groups, with the intention of supporting printed publications from the PA each year, including but not limited to production of Christmas Cards, Calendars and Recipe Books. Requests for additional support beyond the Publication volunteer group may be via the Class Rep WhatsApp groups or, upon request, emails directly from the school to all parents and guardians.

This group shall coordinate with the Fundraising Team as required.

Class Reps Coordinator

Responsible for coordinating 2 x Class Reps for each class and maintaining Class Reps WhatsApp and email groups, allowing for communication of updates from the PA to all or specific classes via their class reps, sharing concerns and queries from parents or guardians to the wider class reps group and PA committee, supporting class reps in their role.

Sports Coordinator

Responsible for coordinating with Athletics, Swimming and any future PA sports coordinators in creation of Google form applications for afterschool activities, collation of attending students data and providing payment information to the school office to request payments via Aladdin online payment system.

- **Athletics Coordinator:** responsible for booking Shoreline Athletics facilities and instructors, confirming existing attendees and advertising available places to parents and guardians, liaising with Sports coordinator for creation of booking forms and arranging payments.
- **Swimming Coordinator:** responsible for booking Shoreline swimming pool facilities and instructors, confirming existing attendees and advertising available places to parents and guardians, liaising with Sports coordinator for creation of booking forms and arranging payments.

Fundraising Coordinator

Responsible for coordinating and maintaining fundraising volunteers groups, with the intention of supporting and organising fundraising activities including but not limited to sponsored walks, bake sales, print publications, colours days and school raffles.

Primary school education in Ireland is free, and Parent Associations must be careful not to put undue pressure on parents to raise funds for the association or the school. Fundraising may be to support community causes to facilitate the nurture of our children's social conscience and increase their awareness of their place in the wider community.

Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people within our school community to assist in their work. The subcommittees may consult the main PA committee for decision making and support; they remain at all times accountable to the main committee.

The Election of the Parents' Association committee

The members of the committee will be elected every other year at the AGM of the Parents' Association. Each member will be elected for two years. At the AGM all committee members 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' Association committee.

The Work of the committee of the Parents' Association

The Parents' Association committee will be responsible for ensuring that all parents and guardians are consulted on issues which are pertinent to the entire parent body. The Parents' 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 and guardian body (the members). The committee will draw up a plan for the activities of the association, in consultation with parents and guardians 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 and guardian body (the members) about its work. The committee will manage and account for any funds collected or expended by the Parent Association.

Committee meetings should be held each month of the school term with a calendar scheduled in agreement with the Principal and agreed upon at the start of each school year.

Schedule of PA meetings to be circulated to all members, parents and guardians, of the school at the beginning of the school year.

All roles will be included in Committee Meeting activities and at least 5 members of the committee must attend any scheduled meeting.

The Principal and a school teacher representative will be invited to any relevant PA meetings.

The Agenda for the PA meetings will be populated with activities or items for discussion from any member of the PA committee, parents and guardians of the school, the Principal, Board of Management or school staff. Agenda items will be sought in advance of meetings with a final agenda confirmed by the Chairperson / Vice Chairperson in consultation with the Principal one week in advance of scheduled PA meetings.

Minutes of PA meetings will be recorded and circulated to committee members, the Principal, Board of Management parent representatives and any attendees of the meetings. Relevant updates from meetings should be circulated to the wider PA members, parents and guardians, via the Class Rep coordinator and Class Reps.

The committee should communicate openly with parents in the school. Occasionally matters may arise that should be kept confidential, it is very important that this confidentiality is explicitly stated to committee members and is respected.

Finance

The Parents' Association committee will finance the activities of the Parents' Association through fundraising. A written statement of income and expenditure will be given at the AGM.

Fundraising for the School

Fundraising 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 BOM as to the specific purposes for which funds are to be raised by the PA.

Membership of National Parents Council Primary

The Parents' Association 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, an EGM can be called for that specific purpose. Proposals to change the constitution must be submitted in writing to the Parents' Association committee. The Parent Association committee will then circulate these proposals to all parents before the AGM/EGM.