

## **Parent Teacher Association Constitution**

### **1. The Purpose of the Parent Teacher Association**

The purpose of the Parent Teacher Association is to provide a structure through which the parents/guardians/teachers of children attending Midleton Educate Together National School (METNS) can work together for the best possible education for the children. The Parent Teacher Association will work with the Principal, staff and Board of Management to build effective partnership between home and school.

The Association shall be called "The Midleton Educate Together National School Parent Teacher Association (PTA)". Membership shall be open to all parents/guardians with children presently enrolled in (METNS).

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.

### **2. The Aim of the Parent Teacher Association**

The aim of the Parent Teacher Association 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 Association's programme of activities.

The Parent Association 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.

This will be achieved as follows:

- Be a visible presence in the school.
- Run functions of educational and social value for the school community and pupils.
- Organise events that will provide funds to improve facilities in the school.
- To liaise with the Principal, teaching staff and Board of Management.
- To provide support for parents, especially new arrivals in the school.
- To provide practical help when required in the school.
- To promote the Educate Together ethos and a positive inclusive school culture.

The PA shall not:

- Interfere with matters concerning curriculum or teaching methods.
- Discuss matters in relation to individual pupils, parents, staff or Board of Management.
- Be a channel for complaints for other parents.
- Make decisions on management issues in the school.

### **3. The Work of the Parent Teacher Association**

The Parent Teacher 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.

#### **4. The Council of the Parent Teacher Association**

The members of the Parent Teacher Association will, at the AGM, elect a council which will consist of:

Teacher Representatives - Ideally 4 teachers, holding 2 positions and can alternate.

BOM Parent Reps - 2

PTAC Officer Roles - 6: Chairperson, Vice Chairperson, Secretary, Treasurer, Sub Committee Coordinator, Public Relations Officer (Vice Treasurer if needed)

Members of the PTA - up to 8: Representatives from each year and each will lead a committee.

This council will have responsibility for representing the parents of METNS and managing the activities of the Parent Teacher Association.

No member of the council will hold the same officer position for more than three consecutive years.

The officer roles are defined as follows:

##### **The Chairperson**

- Lead and guide the council appropriately in planning and delivering on their activities. This should involve:
  - o NPC Representative; bring best practices forward to the PA.
  - o Chairing meetings
  - o Co-ordinates the AGM
  - o Helping the council to have a clear vision and clear goals
  - o Keeping the work of the parent teacher association to agreed targets
  - o Ensuring all members are respected, listened to, and are encouraged to have their say.
  - o Ensure that items outside the remit of the PTA are not discussed at PTA regular monthly meetings and are forwarded to the relevant person or group.
  - o Facilitating people to work well together ensuring that the work of the council is shared.
  - o Reviewing the work of the council.
  - o Ensure that everyone has a clear understanding of their roles within the council.
  - o Delegate the work of the council to ensure all work is not the responsibility of one or two people.
  - o Work closely with the Secretary to plan the agendas and meetings; this includes advanced notice of meeting agenda of of one week.
  - o Ensure that the minutes are approved, signed, dated, and kept safely.
  - o Encourage the council members to be prepared for the meetings.
  - o Ensure meetings start and finish at the agreed times.
  - o Make sure that, as each item is finished, the group is clear about what has been decided.
  - o Ensure that all decisions are taken democratically and with respect for everyone's opinions.
  - o Check on responsibilities taken on by members of the council and make sure they have been clearly understood and allocated.
  - o 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.
- Organising the canvassing on school grounds for active participants leading up to events.

##### **The Vice Chairperson**

- Support the chairperson in their role and deputises in the absence of the chair to ensure meetings are conducted in line with the Chairpersons responsibilities.
- Appropriately assist the chairperson in incoming and outgoing correspondence
- Assist chairperson in communications, delegation, and organisation.

##### **The Secretary**

- 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. Copies of minutes should be circulated with

the agenda prior to the meetings. The Principal on behalf of the Board of Management should also receive copies of the minutes and agendas.

- Agree the agenda for council meetings with the Chairperson. It is important that all council 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. A week's notice of the agenda is promoted.
- Make sure all council members have the agenda prior to the meetings so they can be adequately prepared.
- Make sure all council members receive a copy of the minutes of meetings, including council members who had been unable to attend
- Ensure the minutes are approved at each meeting. It is important at council 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 council the Chairperson should sign the minutes for the council'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 onto the incoming Secretary.

### **The Treasurer**

- Lodge and record all financial transactions
- Manage and maintain books/record of income and expenditure.
- Give monthly reports on the parent association finances to the committee.
- Issue receipts for all financial transactions.
- Ensure that the council has the necessary information to understand the Parent Teacher Association's financial needs.
- Advise on how the resources can best be used to fulfil the aims and work plan of the council.
- Liaise with a bank or other financial institutions on behalf of the parent teacher association.
- Present a full account of the year's income and expenditure at the parent teacher association AGM.
- A copy of these records should also be submitted to the board of management for their information prior to the AGM.
- Meet as/when required with the Treasurer of the Board of Management.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer

### **Committee Coordinator**

- Act as a link between the PTA and many committees and groups working in the school.
- Submit a written report on the activities of the committees/groups each month (or as deemed appropriate).
- Publish committee written updates on the school website each month (or as deemed appropriate).

### **PRO**

- Highlight the activities of the PTA and the school in the media.
- Highlight the activities of the PTA on the school website.

Ideally the Treasurer has been a member of the PTA for one year and/or be known to the school.

Ideally a member of the council who has served for one year shall only hold the role of Chairperson.

The PTA shall endeavour to maintain an even gender balance amongst its council members. The PTA council should reflect each class within the school. Ideally one parent per class should be present as part of the council to ensure equal representation throughout the school (minimum one parent per year group).

Should a council member miss more than three consecutive meetings during the year, that council member shall step down, unless with prior agreement with the Chairperson, and the PTA may co-opt a member of the association to fill in the vacancy until the next Annual General Meeting.

## **5. Committees**

Committees can be set up for particular tasks, such as organising fundraising events. The committees may also co-opt people to assist in their work. The committees may not make decisions; they remain at all times accountable to the main council.

## **6. The Election of the Parent Teacher Association Council (PTAC)**

The members of the council will be elected each year at the AGM of the Parent Teacher Association.

Each member will be elected for one year. 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 Parent Association committee.

Families shall be limited to one member in one of the main positions on the council, e.g. Chairperson, Secretary, but two members of the same family can be PTAC members.

## **7. The Work of the Council of the Parent Teacher Association**

The PTAC will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The PTAC 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 council is the team that will manage the tasks of the association on behalf of the parent body (the members).

The council will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.

The council will be responsible for seeing that activities are run in an efficient and effective way.

The council will consult with the school Principal and Board of Management when planning the programme of activities for any particular year.

The council will arrange with the Principal and Board of Management a system for ongoing communication.

At the annual general meeting (AGM) the council will report to the parent body (the members) about its work.

The council will manage and account for any funds collected or expended by the Parent Teacher Association.

## **8. Finance**

The PTAC will finance the activities of the Parent Teacher Association through fundraising.

A Treasurer and Vice-Treasurer will be appointed from among the council members and will be responsible for keeping account of the income and expenditure of the Parent Teacher Association finances. The Treasurer will give a statement of income and expenditure at each council 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 Parent Teacher Association 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 council must sign all cheques drawn on the account.

The Parent Teacher Association accounts shall be prepared and presented for school financial audit in conjunction with the Board of Management accounts.

**9. Fundraising for the School**  
**Exceptional Fundraising Needs**

In that in times of extra need that there is an expectation that PTA would help with larger campaigns, with the formation of a committee, for the purpose of that campaign.

**Fundraising Targets**

The PTA shall discuss target amounts prior to each AGM

**10. Membership of National Parents Council Primary**

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

**11. 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 Parent Teacher Association council. The PTAC 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 at the AGM.

**12. AGM**

The Association shall hold an Annual General Meeting once each calendar year in the month of October. Notification of the AGM will be given not less than 28 days prior to the meeting. Agenda should be available 1 week prior to meeting.

The AGM shall:

1. Receive an annual report from the council
2. Present a Statement of Accounts to attendees
3. Elect officers and council members
4. Vote on any amendments to the constitution
5. Consider any resolution put forward by members
6. Make any changes to the constitution prior to the election of the officers.

PRIOR TO THE AGM EACH YEAR APPOINT A PERSON (NOT ON THE PRESENT COUNCIL OR BOARD) TO OVERSEE THE ELECTION OF THE NEW COUNCIL AND OFFICERS AND OVERSEE ANY VOTING IF REQUIRED.