

Parents Association Constitution
Ennis National School

Implementation History.

The Constitution of Ennis National School Parents Association, *Version 2* was developed, in consultation with the 2012/2013 Committee.

In September 2013 a document was proof read by all committee members and written feedback was collated by the Chairperson. The proposed new changes and insertions were presented at the AGM in October 2013 and these were adopted without objection.

Date of Approval *Version 2*: 18th October 2013

Date of next review: September/ October 2015

Version 3 was developed, in consultation with the 2014/2015 committee. The proposed new changes were presented to the parents present at the AGM in October 2015 and these were voted on and adopted without objection.

Date of Approval *Version 3*: 15th October 2015

Date of next review: September/ October 2017

Version 4 was developed, in consultation with the 2022/2023 committee. The proposed new changes were presented to the parents present at the AGM in October 2022 and these were voted on and adopted without objection.

Date of Approval *Version 4*: October 2022

Date of next review: September/ October 2024

Version 5 was developed, in consultation with the 2024/2025 committee. The proposed new changes were presented to the parents present at the AGM in October 2024 and these were voted on and adopted without objection.

Date of Approval *Version 5*: 15 October 2024

Date of next review: September/October 2026

Terms of Ennis National School Parents Association Constitution.

Membership

All parents or guardians of children attending Ennis National School will be deemed members of the Parents Association. Membership will cease when a parent no longer has a child enrolled in the school.

Purpose and Aim / Vision – Mission - Values

The purpose of the Parents Association is to provide a structure through which the parents or guardians, of children attending Ennis National School, can work together for the best possible education of and primary school experience for their children.

The Association will aim to enable parents or guardians to play their part in ensuring the best possible education for their children, through the Association's program of activities. The Parents Association will work with the Principal, Staff and Board of Management to build effective partnerships between home and school, thus promoting the interests of the pupils.

Work of the Parents Association

The Parents Association will undertake a program of activities, in consultation with the school Principal, which will promote the involvement of parents and which will support the pupils, parents and staff. This work will be undertaken through a committee of parents representing the overall parent body.

Committee

- The Committee will be made up of members of the school body and will have a responsibility for managing the activities of the Parents Association.
- Volunteers for joining the committee will be sought in advance of the AGM, via requests for expressions of interest from parents. Every effort should be made to induce new committee members for the new period of office.
- Recommended committee member minimum involvement is to attend at least 1 meeting per term, be part of at least 1 subcommittee, and serve for at least 1 event over the year.
- Volunteers to the committee will take place each year at the Annual General Meeting. This meeting will be held early in the school year, no later than the October mid-term break. Ten days' written notice of the AGM must be circulated to all parents.
- The committee will be made up of four elected officers, including a Chairperson, Treasurer, Secretary and a Communications Officer. A fifth elected officer position of Vice Chairperson can be included. This may vary within each new committee formed and must be decided by the new incoming committee for that year.
- A minimum of 8 members are required.
- There are two parent representatives to the Board of Management and they are automatic members of the Parents Association Committee, but may not hold officer posts.
- Monthly meetings of the committee are encouraged to facilitate organisation of identified activities, events and to discuss any relevant issues.

- A member of staff will be identified to act as a liaison to the association. Their role will involve attending committee meetings and communicating relevant information between the school and committee.

Election to Officer Positions

- Where possible officer positions can be determined at the AGM. Nominations for officer positions may have been identified in advance of the meeting.
- In the event of officer positions not being determined at the AGM, the outgoing chairperson will organise a meeting, so that officer positions can be determined from within the new committee members.
- The committee must determine and share which officer positions will be open before the AGM.
- The roles of each open officer position will be clearly described for candidates to be informed before volunteering.
- Where more than one individual is interested in filling an officer role, a vote can be taken by those present at the meeting, be it the AGM or the following meeting of the new committee.
- In the interest of good practice, an independent third party will be invited to conduct the election. This may be an outgoing committee member, a previous committee member familiar with the procedure or a parent's rep on the Board of Management.
- Candidates will be introduced by the independent third party, and details of the class year in which they have children will be outlined.
- Candidates will be elected based on the number of votes received.

Term of Service

- Committee members sign-up for a term of two years.
- A maximum number of 4 consecutive years, either in a member role or in a combination of officer and member roles, can be completed, to facilitate new members getting involved in the committee.
- Elected Officers (Chairperson/Treasurer/Secretary/Communications Officer and Vice Chairperson) should be elected for a term of two years and after this term may continue on the committee as a general committee member but may not be re-elected to an officer position.
- To facilitate continuity, an optional third year could be voted on by the committee if volunteers to the officer roles are short. Any members interested in newly taking the roles will get priority over existing/outgoing officers.
- After a term of four years, a period of two years must elapse before re-joining the Parents' Association Committee as a general member or an officer (Chairperson/Treasurer/Secretary/Communications Officer and Vice Chairperson).

Sub-Committees

Sub-committees may be set up for particular tasks. They may be formed from within the Committee Membership, but where necessary, the committee may co-opt non committee parent members onto the sub-committee to assist in their work. Sub-committees formed must make decisions in conjunction with the main committee and remain accountable to the main committee.

It is recommended to have a Social Media subcommittee led by the Communications Officer every year who would be responsible for promoting PA, school activities and sharing useful and important information with the parent body as well as requesting event by event volunteers.

Parents Association Committee Work

- The committee will draw up a plan of activities for the parents association in consultation with the parents. This program of activities will be reviewed regularly and updated as required.
- Any work or activities undertaken by the committee must be done in consultation with the school Principal.
- A system of ongoing communication with the Principal and the Board of Management must be arranged. This can be discussed and decided on with the Principal.
- In the interest of ease of communication, an updated list of all committee members, including mobile numbers and email details, should be prepared by the committee secretary and circulated to the Principal, school secretary and all committee members.

Committee Finances

- The Parents' Association will finance its activities through fundraising specifically for the work of the Parents' Association.
- The Association will keep a bank account in its name and card/online payments will be made from the account by the treasurer with the prior knowledge of at least one other member of the committee.
- The treasurer will be appointed from the committee members and will be responsible for keeping the accounts.
- The treasurer will prepare and deliver a statement of income and expenditure as required for committee meetings.
- The treasurer will deliver a written statement of income and expenditure at the AGM.

Changing the Constitution

- Any amendments to the constitution can be made at the AGM.
- Any proposals/motions to amend the constitution may be submitted in writing to the Committee of the Association.
- These proposals are then circulated to all parents before the AGM.
- All parents present at the AGM are eligible to vote on the motions to amend the Constitution.
- Any changes to the Constitution should be recorded in writing by the Secretary or Chairperson. A new version of the written document should be created. The implementation history, at the beginning of this document, should be updated and added to and the newest version of the document should be recorded.

Other

- The Parents Association will affiliate to the National Parents Council Primary.
- Insurance will be held by the Association to offer cover for all activities undertaken by the association and its members.
- The Constitution will be reviewed every two years by the committee group, before the AGM, and all inclusions/amendments made in conjunction with the wider parent group at the AGM will be recorded, according as the Association develops and evolves.
- A copy of the Constitution will be provided to all new Committee members following their election to the committee.

- The Committee will make representations to the principal on behalf of the general body of parents regarding topics affecting the education of their children. The Association is not a forum for individual complaints against teachers, school staff or parents. (These issues should be dealt with by private discussions between the parents and teachers concerned). The association will not interfere in the internal operation and administration of the school or encroach upon the rights and responsibilities of the administrators.