

# Leixlip National Schools' Parent Teacher Association Constitution

1. The Association shall be called 'Leixlip National Schools' Parent Teacher Association'. Leixlip National Schools' Parent Teacher Association is a voluntary group, which operates on a not-for-profit basis. It has been set up in accordance with the Education Act 1998, section 26 (1-4), and is affiliated with the National Parents' Council. Leixlip National Schools' refers to Scoil Bhríde, Scoil Mhuire and Scoil Eoin Phóil on the Green Lane Campus.

The Leixlip National Schools' Parent Teacher Association Constitution included herein has been prepared in accordance with the Provisions for Parent Associations under Education Act, 1998 and with due regard to the guidelines issued by the National Parents Council

2. Aims and scope:

2A. The Leixlip National Schools' Parent Teacher Association (hereafter referred to as the P.T.A.) will help to promote the overall education and development of all pupils in co-operation with the Boards of Management, Principals, Teachers and pupils in accordance with the provisions of the Education Act 1998.

2B. To provide an inclusive and open forum for all parents/guardians and teachers to be involved in school life, exchange ideas on the education of pupils, discuss issues of mutual interest and to organise and assist in extra-curricular activities.

2C. To provide talks, workshops and events for parents/guardians and pupils.

2D. To provide financial support for the educational activities and facilities within the three schools for all pupils from voluntary contributions and approved fundraising activities.

2E. The P.T.A Committee shall not be a forum for complaints against either teachers or parents/guardians.

2F. The P.T.A Committee does not have a role in the administration of the three schools.

2G. The P.T.A shall promote inclusiveness, encouraging the participation of all parents/guardians in the association and its activities.

3. Membership:

3A. All parents/guardians of children attending Scoil Bhríde, Scoil Mhuire and Scoil Eoin Phóil (hereafter referred to as the three schools) and the teaching staff of the three schools shall be deemed to be members of the P.T.A.

3B. The P.T.A. Committee shall consist of an elected committee of parents/guardians and teachers who are responsible for making decisions in relation to the P.T.A. activities and resources. The committee is the team that will manage the tasks of the association on behalf of the P.T.A. membership (the members, see 3A).

3C. The Officers are appointed from the P.T.A. Committee. There are three Officer positions - Chairperson, Secretary and Treasurer. The roles of the Officers are to ensure efficient and effective day to day running of the P.T.A. Committee.

#### 4. P.T.A. Committee formation and terms of office:

4A. The members of the P.T.A. will elect a committee. This Committee will have responsibility for representing the parents/guardians of the three schools and managing the activities of the P.T.A.

4B. Election and retirement of Committee members happens at the Annual General Meeting (AGM). In the event of vacancies arising on the Committee during the term of office, the Committee may co-opt new representatives from the districts/schools affected.

4C. Each member will be elected for a term of two years. A Committee member can continue to serve on the Committee as long as they continue to be eligible to serve, that is as long as they continue to be a parent / guardian of a pupil in any of the three schools. The Committee shall ensure that 3 places are available for new members each year.

4D. Three officers will be elected from the Committee Members, namely a Chairperson, Treasurer and Secretary. The term of office will be one year. Officers are appointed each year at the AGM. An Officer may hold their position for a maximum of 4 terms after which they can continue to serve as a Committee member as long as they continue to be eligible (see 4C).

4E. Nominations for the P.T.A. Committee will be sought in writing from the entire P.T.A. membership two weeks in advance of the AGM. All nominees will be contacted in advance of the meeting and confirmation will be sought that they are interested in becoming Committee members. If there is an insufficient number of nominees for each district the Committee may canvas the PTA membership to fill the vacancies. The AGM may be postponed until such time as willing candidates are found.

4F. Where practical, the Committee will represent the districts of the pupils attending the schools. The number of families in each district will determine the number of Committee members for each district where possible. This will be reviewed every four years.

4G. The Committee shall also consider representation across the three schools. Where possible the Committee shall consist of at least five parents/guardians and one teacher representative(s) from each of the three schools. If there are fewer than five Committee members representing each school, the Committee shall co-opt sufficient representatives to fulfil this requirement. Where possible this shall take into account the district representation outlined at 4F.

4H. There will be one teacher position for each school on the P.T.A. Committee. Teachers will not hold officer positions on the Committee. The term of the teaching staff on the Committee will run concurrently with the term of the P.T.A. Committee.

4I. Elected Parent Nominees on the Boards of Management of the three schools shall be deemed to be full members of the Committee and will hold one voting right each. However, where a conflict arises between the Boards of Management and the P.T.A. the Parent Nominees from the Boards of Management must represent Boards of Management views.

4J. The Principals of the three schools may attend all P.T.A. Committee meetings.

4K. Subcommittees may be set up for specific tasks. The subcommittee may co-opt volunteers to assist in its specific work. All subcommittees must include a member of the P.T.A. Committee. Communication with the main Committee will be through an agreed P.T.A. Committee member. All external communications of the subcommittee will be agreed with the nominated Officer in advance. Finance and resource expenditure will be by prior agreement of P.T.A. Committee. The subcommittee may not make decisions without prior consultation with the P.T.A. Committee at a monthly meeting. Where a subcommittee has been convened for the purposes of a fundraising event, the subcommittee has the authority to make decisions with regards to the running of the event.

4L. Individuals who serve on the Committee are not required to be Garda vetted. Depending on the activities that an individual undertakes as part of the P.T.A. there may be a requirement to be Garda vetted.

5. Management of the P.T.A. Committee.

5A. The Committee will draw up a plan for the activities of the P.T.A.

5B. The Committee will be responsible for overseeing all P.T.A. activities.

5C. The Committee will consult with the Principals of the three schools when planning the programme of activities for the year. A calendar of events from September to December will be agreed at the end of June and events from January to June will be agreed in December.

5D. The Committee will arrange a system for ongoing communication with the Principals and Board of Managements of the three schools.

5E. At the AGM the Committee will report to the P.T.A. membership about its work.

5F. The Committee will manage and account for any funds collected or expended by the P.T.A.

5G. Decisions at Committee meetings will be made by consensus where possible. Where consensus cannot be reached, the decision will be put to a vote. Votes may only be taken from those Committee members present at the meeting. Meeting guests will not hold voting rights.

5H. To ensure inclusivity, the P.T.A. Committee will invite parents/guardians to volunteer for all P.T.A. events.

5I. The P.T.A. will maintain membership of the National Parents Council (Primary) by annual subscription.

5J. The P.T.A. Committee will ensure that valid and appropriate insurance is in place to cover all its activities. This will be funded by the P.T.A.

6. Committee Meetings

6A. An agreed agenda will be set by the Officers before each meeting of the Committee. The Chairpersons of the Boards of Management of the three schools, through the Principals, shall receive notice in advance of Committee meetings and of the agenda. They may attend or appoint other teachers or Board Members to represent them at these meetings.

6B. Minutes of each of the meetings will be recorded by the Secretary and dispersed to all members of the Committee within 5 working days following the meeting. Minutes will be ratified by the Committee as part of the agenda at the subsequent meeting.

6C. If a Committee member misses three consecutive Committee Meetings without valid reason, he/she shall be deemed to have resigned.

6D. The quorum for Committee Meetings shall be 50% + 1.

7. Finance:

7A. The P.T.A. will finance its activities through fundraising to benefit the three schools equally.

7B. The Treasurer will be responsible for keeping up to date accounts of the P.T.A. finances. The Treasurer will give a statement of income and expenditure at each Committee meeting.

7C. A written statement of income and expenditure will be given at the AGM each year.

7D. The P.T.A. will hold a bank account in its name. The Treasurer, the Secretary and the Chairperson of the Committee will be the official bank signatories and any two must sign cheques drawn on the account.

7E. All resources shall be used to further the aims of the P.T.A. in agreement with the Boards of Management and giving equal treatment to the three schools at all times.

7F. A statement shall be given to the auditors of each of the three schools annually outlining the amount of funds retained in the Committee's bank account for operational purposes.

#### 8. Changes to the Constitution:

8A. Any amendments arising from a review of this Constitution must be ratified at an AGM. This should be by a majority of two-thirds of the members present, voting in favour of that amendment.

8B. This constitution will be reviewed every 5 years by a subcommittee of the P.T.A.

#### 9. Annual General Meeting

9A. The AGM of the P.T.A shall be held in September each year where possible, or by the end of December at the latest.

9B. The agenda will be limited to the following:

- Outgoing Chairperson's Annual Report
- Outgoing Treasurer's Financial Report
- Election of new members
- Any other business

Any other business must be emailed or posted to the Secretary of the Committee two weeks in advance of the AGM. This is to ensure that the content is appropriate to the business of the AGM and to ensure the AGM is run in a timely fashion.

9C. Where the quorum for the AGM is not reached, the meeting will be cancelled. The business of the AGM will be presented to all members of the P.T.A. by email or hardcopy within a week of the original AGM date.

9D. The quorum for the AGM is defined as 10% of the Association membership, as defined at 3A. Where the quorum is not reached, postal voting for new Committee members will be arranged within 2 weeks of the AGM.

#### 10. Extraordinary General Meeting.

10A. An Extraordinary General Meeting (EGM) may be called by the Committee or by a requisition signed by no fewer than 60 members of the P.T.A.

10B. The EGM must be held within 28 days of the decision by the Committee to do so or within 28 days of receipt of the requisition.

10C. 14 days' notice of the EGM must be given to all PTA members.

10D. Where the EGM is being called by requisition, the requisition shall state the reason for the EGM. The reason for the EGM must relate to the specific objectives or business of the P.T.A. The requisition shall be delivered to the Secretary of the P.T.A. Only the business stated in the requisition may be debated at the EGM.

11. Dissolution of the P.T. A.

11A. The P.T.A. shall not be dissolved except at an EGM convened for that purpose, and by a resolution carried by not less than two thirds of those present and eligible to vote at an AGM or EGM and the quorum of 20% of total membership is reached.

11B. An audited financial report shall be presented at such meeting.

11C. The dissolution shall not be effective until the liabilities discharged, and the assets are disposed of.

DATE REVIEWED: 25<sup>th</sup> November 2020

# Appendix A - Officer Roles

## **Chairperson:**

The role of the Chairperson of the Leixlip Parents Association committee is:

1. To lead and guide the committee in planning and delivering on their activities in line with the Constitution of the Association. This should involve:
  - a. Chairing meetings
  - b. Ensuring all members are respected, listened to and are encouraged to have their say
  - c. Facilitating people to work well together, ensuring that the work of the committee is shared
2. To work closely with the Secretary/Treasurer to plan the agenda and meetings
3. To ensure that the minutes of each meeting are approved and stored
12. To ensure meetings are scheduled and that they start and finish at the agreed times
13. To encourage the committee members to be prepared for the meetings
14. To ensure all work is not the responsibility of 1 or 2 people
15. To ensure there is open communication between the committee and the schools/parent body regarding PTA activities
16. To present a full review of the PTA activities at the annual PTA AGM.
17. To ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson

## **Secretary:**

The role of the Secretary of the Leixlip Parents Association committee is:

1. To manage the correspondence with the schools/committee along with the chairperson (make sure that both parties are aligned on the communication being sent out)
2. To ensure the monthly Committee meetings are scheduled.
3. To take the minutes at each monthly Committee meeting, including record of those attending. These minutes should be communicated to the committee within 5 working days of the meeting. Minutes should be brief and include any decisions made or actions to be taken.
4. To agree agenda for Committee meetings in advance with the Chairperson/Treasurer. Ensure that committee members have a window to contribute to agenda items prior to the agenda being finalised.
5. To share the agenda with the committee at least 1 day before the meeting.
6. To ensure minutes for prior meetings are approved at each meeting.
7. To manage correspondence into the PTA email account/sent to the PTA via the schools.
8. To manage volunteer lists.
9. To communicate out to the committee/volunteer body when help is required (e.g Coffee Mornings/Christmas Fair/Book Fair/Easter Egg Bingo/Communion Teas).
10. To ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary

## **Treasurer:**

The role of the Treasurer of the Leixlip Parents Association committee is:

1. To lodge and record all financial transactions
2. To manage and maintain books/record of income and expenditure
3. To give a monthly update on the PTA finances at the PTA meeting
4. To advise on how the resources can best be used to fulfil the aims and work plan of the committee
5. To liaise with a bank or other financial institutions on behalf of the Parent Association

6. To present a full account of the year's income and expenditure at the annual PTA AGM.
7. To ensure funds are split evenly across the 3 schools each year following agreement at the monthly PTA meeting.
8. To ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer