



Grace Park Educate Together National School Parent Teacher Association Constitution

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Name	Title
Lorraine Giblin	Chairperson
Caitriona McLean	Secretary
Aoife Gleeson	Treasurer

Revision History			
Rev	Date	By	Description
0.1	10.10.16	S Bowtell	First draft
0.2	12.10.16	S Bowtell	Added names of committee members
0.3	19.10.16	S Bowtell	Addition of more members and amendment of maximum committee size
1.0	16.11.16	S Bowtell	Authorised
2.0	15.11.17	L Henderson	Change of name from Parents Association to Parent Teacher Association; addition of committee members and their names
3.0	? .9. 21	A Gleeson	Changes to Finance section, additions to section 2,3,4,5,6 and 7

THE CONSTITUTION OF THE PARENT TEACHER ASSOCIATION OF GRACE PARK EDUCATE TOGETHER NATIONAL SCHOOL

1. The Purpose of the Parent Teacher Association

The purpose of the Parent Teacher Association (PTA) is to provide a structure through which the parents and guardians of children attending Grace Park Educate Together National School can work together for the best possible education for their children. The Parent Teacher Association will work with the Principal, staff and Board of Management of Grace Park Educate Together National School, to build an 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 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.*
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- 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 Teacher Association will promote the interests of the students in co-operation with the Board of Management, Principal, staff, and students, in accordance with the provisions of the Education Act, 1998.

The Parent Teacher Association is not a forum for complaint against an individual teacher, member of staff, member of the Board of Management, parent or pupil. The GPETNS Complaints Procedure is the appropriate mechanism for this.

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 students, parents and school staff. In planning its activities, the Parent Teacher Association will consult with the school's Principal.

The activities of the Parent Teacher Association will be focused on:

- Supporting parental involvement, with school staff and management, in our children's development at school.
- Parental empowerment and school community building.
- Fundraising for specific needs of the school.

4. The Membership of the Parent Teacher Association

All parents /guardians/caregivers (referred to collectively as "Parents") of children attending Grace Park Educate Together National School will be deemed to be members of the Parent Teacher Association. There is no subscription for membership of the Association.

5. The Committee of the Parent Teacher Association (PTA Committee)

The members of the Parent Teacher Association will elect a committee each year from its current members. This Committee will have responsibility for representing the parents of Grace Park Educate Together National School and managing the activities of the Parent Teacher Association.

The PTA Committee will have a maximum of 14 members and a minimum of 6. It should consist of:

- A class representative from each class in the school.
- A Chairperson
- A Secretary
- A Treasurer

[A class representative may also be elected as the Chairperson, Secretary or Treasurer]

The PTA Committee will also include the following positions who may not hold an officer role (i.e. Chairperson, Secretary or Treasurer) on the Committee:

- The 2 parent nominees on the Board of Management.
- A representative from the teachers serving in the school in a permanent or fixed term capacity (of six months or greater).

The PTA Committee will meet approximately once a month during the school year. Where appropriate, parents (of children attending Grace Park Educate Together National School) will be invited to attend the meetings of the PTA Committee. The quorum for each meeting will be 50% of the PTA Committee members.

The first meeting of the new PTA Committee should take place within two weeks of the new PTA Committee being elected.

6. Roles within the PTA Committee

Chairperson

- Responsible for ensuring that the rules of the PTA are followed.
- Prepares the agenda for the meetings with the Secretary.
- Chairs all meetings and moderates on all discussions to ensure all attendees are afforded an equal opportunity to contribute to the business of the meeting.
- Presents the PTA's annual report on activities at the AGM.
- Ensures that the work is shared, and that teamwork is reviewed, including proper coordination with the wider PTA activities not organised by the PTA Committee.
- Represents the PTA at any formal occasion or nominates someone in their place if needed.

Secretary

- Prepares the agenda for meetings in consultation with the Chairperson.
- Notifies PTA Committee members, and (where applicable) all parentsⁱ, of forthcoming meetings and forwards minutes of the last meeting and the agenda for the next meeting.
- Records the minutes of meetings including matters arising.
- Helps the Chairperson prepare the annual report for the AGM.
- Coordinates help for PTA activities.
- Ensures quorums for meetings are compiled with.
- Monitors all correspondence (email and post) received by the PTA.

Treasurer

- Keeps an accurate record of money received and disbursed by the PTA, in line with the PTA Financial Guidelines which are approved by the PTA Committee.
- Gives a statement of income and expenditure at each PTA Committee meeting.
- Liaises with the school, the board and the PTA Committee regarding all financial aspects of the PTA.
- Prepares a year-end reconciliation for presentation at the AGM.

Class Representative

- Be the primary means of communication between the PTA and the Parents in the school.

- Publicise events and activities organised by the PTA.
- The class rep cannot make representations to teachers on behalf of a parent or a group of parents. However, the class rep can help parents find a good way of approaching a teacher about a problem – such as letting the parent know that (if necessary) there is a complaints procedure available through the school.

Teacher

- Provide the PTA with an update on key activities happening in the school.
- Provide the PTA with guidance as to the most prevalent fundraising needs of the school that will benefit the educational needs of the children in GPETNS.
- Provide a link of communication between the PTA and the staff of GPETNS on issues raised at each meeting.
- Provide the PTA with ideas from the teaching staff as to how the PTA can support educational events to enhance the educational experience of the children in school e.g. Engineers Week, Science Week, Seachtain na Gaeilge.

Parent nominees on the Board of Management

- Provides updates from the Board of Management (where relevant) to the PTA.
- Provides updates from the PTA (where relevant) to the Board of Management.
- Provides a link of communication between the PTA and the Board of Management.

7. The AGM and the Election of the PTA Committee

7.1 The AGM: Each year the outgoing PTA Committee will hold an Annual General Meeting (AGM) during the first term of the academic year.

The minimum agenda items for the AGM are:

- A report on the activities of the Committee for the previous year.
- A finance report (see section 6 below) from the Treasurer.
- The election of the new parent members of the Committee for the current academic year.

7.2 Election of the PTA Committee: The parent members of the Committee will be elected each year at the AGM of the Parent Teacher Association. All parents of children enrolled in the school are eligible to stand for election to the PTA Committee during the AGM. Each member will be elected for one year, or until the next AGM. At the AGM, all PTA 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.

The teacher nominees will be elected by the staff of Grace Park Educate Together National School in advance of the AGM.

The parent representatives elected to the Board of Management are automatically members of the PTA Committee.

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

The PTA Committee will ensure two places are available for new members each year.

8. Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main PTA Committee.

9. The Work of the PTA Committee

The PTA Committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The PTA 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 PTA Committee is the team that will manage the tasks of the association on behalf of the parent body (the members). The PTA Committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.

The PTA Committee will be responsible for seeing that activities are run in an efficient and effective way. The PTA Committee will consult with the school's Principal and Board of Management when planning the programme of activities for any particular year.

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

At the AGM the PTA Committee will report to the parent body (the members) about its work.

The PTA Committee will manage and account for any funds collected or expended by the Association.

10. Finance

The PTA Committee will finance the activities of the Parents Teacher Association through fundraising.

The Treasurer will be responsible for keeping account of the income and expenditure of the Parent Teacher Association, in line with the PTA Financial Guidelines which are approved by the PTA Committee.

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. All paper-based transactions require the approval of two signatories. Online transactions can only be made by the Treasurer once approval from another signatory has been obtained.

11. Fundraising for the School

Fundraising for the school, by the Parent Teacher Association, will be done with the prior agreement of the Board of Management. The PTA Committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Teacher Association.

12. Membership of National Parents Council Primary

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

13. 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. The PTA Committee 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.

¹ In line with Data Protection requirements, it is only possible to inform parents who have subscribed to the PTA mailing list.