



Grace Park Educate Together National School Parent/Guardian Teacher Association Constitution

Version: 4.0

Approved at PTA meeting dated: xx September 2024

Name	Title
Tom Walker	Interim Chairperson
Paula O'Malley	Interim Deputy Chairperson
Méabh Gallagher	Secretary
Claire McKenna	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	Sept. 21	A Gleeson	Changes to Finance section, additions to section 2,3,4,5,6 and 7
4.0	12.09.24	T Walker	Changes to name of Association and to sections 5, 7 and 10

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

1. The Purpose of the Parent/Guardian Teacher Association

The purpose of the Parent/Guardian Teacher Association (PGTA) 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/Guardian 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/Guardian Teacher Association

The aim of the Parent/Guardian Teacher Association is to enable parents/guardians 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/Guardian 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/Guardian Teacher Association is not a forum for complaint against an individual teacher, member of staff, member of the Board of Management, parent/guardian or pupil. The GPETNS Complaints Procedure is the appropriate mechanism for this.

3. The Work of the Parent/Guardian Teacher Association

The Parent/Guardian Teacher Association will undertake a programme of activities which will promote the involvement of parents/guardians, and which will support students, parents/guardians and school staff. In planning its activities, the Parent/Guardian Teacher Association will consult with the school's Principal.

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

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

4. The Membership of the Parent/Guardian 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/Guardian Teacher Association. There is no subscription for membership of the Association.

5. The Committee of the Parent/Guardian Teacher Association (PGTA Committee)

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

The PGTA Committee 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. Deputies can also be appointed to officer roles]

The PGTA 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 PGTA Committee will meet approximately once a month during the school year. Where appropriate, parents/guardians (of children attending Grace Park Educate Together National School) will be invited to attend the meetings of the PGTA Committee. The quorum for each meeting will be 6 PGTA Committee members.

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

6. Roles within the PGTA Committee

Chairperson

- Responsible for ensuring that the rules of the PGTA 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 PGTA'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 PGTA activities not organised by the PGTA Committee.
- Represents the PGTA at any formal occasion or nominates someone in their place if needed.

Secretary

- Prepares the agenda for meetings in consultation with the Chairperson.
- Notifies PGTA Committee members, and (where applicable) all parents/guardians¹, 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 PGTA activities.
- Ensures quorums for meetings are compiled with.
- Monitors all correspondence (email and post) received by the PGTA.

Treasurer

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

Class Representative

- Be the primary means of communication between the PGTA and the parents/guardians in the school.
- Publicise events and activities organised by the PGTA.
- The class rep cannot make representations to teachers on behalf of a parent/guardian or a group of parents/guardians. However, the class rep can help parents/guardians 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 PGTA with an update on key activities happening in the school.
- Provide the PGTA 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 PGTA and the staff of GPETNS on issues raised at each meeting.
- Provide the PGTA with ideas from the teaching staff as to how the PGTA 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 PGTA.
- Provides updates from the PGTA (where relevant) to the Board of Management.
- Provides a link of communication between the PGTA and the Board of Management.

7. The AGM and the Election of the PGTA Committee

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

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

The PGTA 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 PGTA Committee.

9. The Work of the PGTA Committee

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

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

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

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

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

10. Finance

The PGTA Committee will receive a budget from the Board of Management each year to finance its activities.

The Treasurer will be responsible for keeping account of the income and expenditure of the Parent/Guardian Teacher Association, in line with the PGTA Financial Guidelines which are approved by the PGTA 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/Guardian 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/Guardian Teacher Association, will be done with the prior agreement of the Board of Management. The PGTA Committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent/Guardian Teacher Association.

12. Membership of National Parents Council Primary

The Parent/Guardian 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/Guardian Teacher Association. The PGTA Committee will then circulate these proposals to all parents/guardians before the AGM/EGM.

All parents/guardians 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.