

**Powerstown Educate Together National School
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 of children attending Powerstown 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 to build 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.

(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.

The PTA is to be a good carer of the multicultural environment of the school being always open and inclusive and nurturing multicultural diversity through promoting good intercultural understanding and relations. PTA celebrates togetherness and the richness of the diverse unity.

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, teachers and students, in accordance with the provisions of the Education Act, 1998.

The Parent Teacher Association will work for the wellbeing of the school's multicultural environment.

The PTA will support the financial well-being of the school through fundraising to its best potential.

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 Teacher Association will consult with the school Principal. The main fields of effort of the PTA will be:

- Educational parental involvement and teacher support in the educational process.
- Parental empowerment and school community building.
- Fundraising for out-of-budget school needs.
- Establishing and maintaining good relations with other schools in the area community.

4. THE MEMBERSHIP OF THE PARENT TEACHER ASSOCIATION

All parents / grandparents / guardians of children attending Powerstown Educate Together National School as well as all teachers from the school will be deemed to be members of the Parent Teacher Association and be eligible for a member of the PTA committee and is invited to attend the Annual General Meeting. There is no subscription for membership of the Association.

5. VOTING

For fair play voting each school family will be granted two votes that can be used during AGM voting and on PTA survey among parents regardless of the number of family members attending the meeting. Single parent families as well as teachers will also have two votes to use. Separated parents will have a single vote each.

On committee meeting and working group meeting each member uses a single vote.

All decisions are to be taken with simple majority (50%+1). Whenever a decision cannot be taken due to equal voting the Chairperson can give a second vote.

6. THE COMMITTEE OF THE PARENT TEACHER ASSOCIATION

The members of the Parent Teacher Association will elect a committee with a maximum of 10 and a minimum of 5 members on the Annual General Meeting to take place in September. This committee will have responsibility for representing the body of the Parent Teacher Association.

The committee should schedule their first meeting no more than a week after being elected. On this meeting they should elect the committee officers and be advised by the Principal on the school's calendar with emphasis on parental involvement throughout the school year and planned events and introduce the committee to the priorities in fundraising for the year.

The officers to be elected are Chairperson, Treasurer, Secretary and Class Communication Officer and other if necessary. If an elected nominee wants they can nominate another committee member for a deputy in order to be supported in their work.

7. WORKING GROUPS

Working groups can be set up for particular tasks. The working groups may also co-opt people both in and outside the PTA members to assist in their work. The working groups may not make decisions outside their specific task; they remain at all times accountable to the main committee. Every member of the committee can start a working group after agreeing on its goal with other committee members*. Every member of the PTA can submit a proposal with relevant to the PTA aim activity to the PTA committee and upon approval* is encouraged to set and lead a Working Group to realise the proposal. Once the proposal is approved, the submitter is responsible for its realisation and becomes the leader of the Working Group to deliver it or nominates a PTA member willing to take his/her place. A committee member is assigned to the group for quick communication point and mentorship. In the case of the proposal not being approved the Chairperson should reason the committee's position in written form to the submitter.

**Voted with simple majority (50%+1).*

8. CLASS COMMUNICATION GROUP

Class Communication Group will be a work group starting to function right after the first PTA committee meeting. With a coordinator from the PTA Committee (the Secretary if no appointed another one that does not hold other offices), this group will consist of a representative from each class responsible for quick contacting with the parents from the class he/she represents.

9. THE ELECTION OF THE PARENT TEACHER ASSOCIATION COMMITTEE

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

POWERSTOWN EDUCATE TOGETHER NATIONAL SCHOOL PTA CONSTITUTION

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 / grandparent / guardian of a child or a teacher in the school.

There should be a minimum of 3 places available for new members each year as well as 1 member from the previous year remains in the committee. A teacher representative is elected by the staff team. There should be at least one teacher on the committee.

Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parent Teacher Association committee.

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

10. THE WORK OF THE COMMITTEE OF THE PARENT TEACHER ASSOCIATION

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

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

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

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

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

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

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

11. POLICY FORMATION

Parents are partners and stakeholders in the school. They can and should contribute to school policy. Like parents/guardians of pupils attending the school, all parents adhere to school policies published on the school website

POWERSTOWN EDUCATE TOGETHER NATIONAL SCHOOL PTA CONSTITUTION

Examples of school policy issues where parents make an essential contribution include:

- Strategies for encouraging school attendance
- Home School Partnership Policy
- Homework Policy
- Relationships and Sexuality Education Policy
- Code of Behaviour
- Parent Teacher Meetings Policy
- Information and Communication Technology Policy
- Acceptable Usage Policy
- Policy On Special Needs
- Policy for Addressing Bullying Behaviour
- Admission Policy
- Participating in the Whole School Evaluation process

The Parent Teacher Association can help with school policy by

- Creating opportunities for parents to discuss aspects of policy with each other and with the principal and board
- Gathering views about aspects of school policy from parents
- Channelling these views into the policy making process
- Giving information to parents on how they can contribute to school planning and policymaking

The Parent Teacher Association can advise the school's Principal about ongoing issues and incidents that may require a review of school policy

The Parent Teacher Association individual complaints

The Parent Teacher Association does have a role in pursuing individual complaints. If a situation arise whereby an individual parent approaches the PTA about an experience of concern the parent should be advised to bring their concern through the proper channels (at school level: teacher, principal, board of management- see Parent Teacher Communication Policy).

12.FINANCE

The Parent Teacher Association Committee will finance the activities of the P.T.A. through fundraising.

A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of the P.T.A. finances. The Treasurer will give a statement of income and expenditure at each committee 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.

13. FUNDRAISING FOR THE SCHOOL

Fundraising for the school by the Parent Teacher Association will be done with the prior agreement of the Principal. The P.T.A. committee will agree with the Principal as to the specific purposes for which funds are to be raised by the Parent Teacher Association.

14. MEMBERSHIP OF NATIONAL PARENTS COUNCIL

The Parent Teacher Association committee will decide on membership of National Parents Council Primary's annual subscription each year.

15. 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. A minimum of 10 PTA member supporters of the changes should support the proposal via signing it prior to submission in order for an EGM to be called.

Proposals to change the constitution must be submitted in writing to the Parent's and Teacher's Association Committee. The P.T.A. 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.

APPENDIX - Roles

The Role of a Parent Teacher Association Committee Member

The committee manages the business of the P.T.A. in accordance with the rules (Constitution) of the PTA from one AGM to the next.

The work of the committee

The team has shared responsibility for:

- Planning for the future and developing a vision for the Parent Association
- Planning and managing the annual program of activities for the Parent Association
- Communicating, consulting with and involving as many parents as possible in the activities of the PTA
- Communicating and consulting with the Principal and Board of Management
- Planning agendas and keeping records of meetings
- Managing the PTA finances
- Drawing up the Constitution by which the PTA operates
- Valuing diversity and inter-culturalism and making sure parents who might find it hard to get involved are encouraged and supported to do so

Commitment of a Committee Member

- Commit to attending the majority of the monthly meetings across the school year
- To help plan and carry-out program of activities/events
- To engage and communicate with committee members and officers
- To be open to taking on role within the committee Ethical Behaviour
- To be respectful and courteous in all communications with other committee members
- To be respectful of confidentiality of committee communications and workings
- To be punctual regards attendance
- To come prepared to meetings
- To be open to considering one's position if unable to fulfil your commitment to the PTA.

Roles of Committee Officers

(A) Chairperson and Co Chair

- a) Responsible for ensuring that the rules of the Committee are followed.
- b) Prepares the agenda for the meetings with the Secretary.
- c) 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.

POWERSTOWN EDUCATE TOGETHER NATIONAL SCHOOL PTA CONSTITUTION

- d) Presents the chairman's report at the AGM
- e) Ensures that the work is shared and that teamwork is reviewed.
- f) Helps the committee to have clear vision and goals.
- g) Represents the PTA at any formal occasion or nominates someone in their place if needed
- h) Signs the minutes of the previous meeting when approved by the committee as a record of the business and decisions of that meeting.

(B) Secretary and Co Secretary

- a) Records the minutes of meetings including matters arising.
- b) Helps the chairperson prepare the annual report for the AGM.
- c) Notifies committee members of forthcoming meetings and forwards minutes of the last meeting and the agenda for the next meeting.
- d) Coordinates help for PTA activities
- e) Prepare the agenda for meetings in consultation with the Chairperson
- f) Ensures an attendance record of all attendees is completed for all committee meetings.

(C) Treasurer

- a) Shall keep an accurate record of money received and disbursed by the committee
- b) Shall liaise with the school financial officer regarding all financial aspects of the PTA