

## CONSTITUTION OF THE PARENT TEACHER ASSOCIATION

Version	Detail	Date
v1	Creation	October 2016
v2	Clarification of the term of the committee	October 2017
v3	Change from PA to PTA, addition of teacher nominees and criteria, addition of finance information	May 2018
v4	Addition of version control, increase in committee members and criteria, addition of staff as members, clarification on subcommittees, addition of voting rights, removal of finance information, addition of AGM/EGM information	October 2020

## **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 Malahide/Portmarnock 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.

As per the relevant section of 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.

(3)

(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 Aim of the Parent Teacher Association**

The aim of the Parent Teacher Association is to enable parents and teachers to play their part in ensuring provision of the best possible education for their children and 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 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 Membership of the Parent Teacher Association**

All parents/guardians of children attending Malahide/Portmarnock Educate Together National School, as well as all staff in the school, will be deemed to be members of the Parent Teacher Association.

## **The Committee of the Parent Teacher Association**

The members of the Parent Teacher Association will elect a committee with a maximum of 16 and a minimum of 9. This number is to be made up of 12 parents (but not less than 5), 2 parent nominees on the Board of Management and 2 serving teachers. For this purpose, serving teachers shall mean teachers serving in the school who have an appointment or fixed term of longer than 6 months.

This committee will have responsibility for representing the parents of Malahide/Portmarnock Educate Together National School and managing the activities of the Parent Teacher Association.

The Parent Teacher Association committee will meet approximately once a month during the school year, with a quorum of 50% + 1.

### **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 that override the objectives of the PTA; they remain at all times accountable to the main committee.

### **The Election of the Parent Teacher Association Committee**

The parent members of the committee will be elected each year at the AGM of the Parent Teacher Association. All parents/guardians of children enrolled in the school are eligible to stand for election to the committee during the AGM. Each member will be elected for one year, or until the next AGM. 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 or guardian of a child in the school.

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

The following staff are not eligible to nominate or vote:

- (i) Staff (including substitutes) whose term of appointment will be less than six months
- (ii) Staff on a career break
- (iii) Staff on secondment
- (iv) Staff on service overseas

The committee will ensure a minimum of 2 places are available for new members each year. Reasonable efforts will be made to ensure representation from parents from each class/school year in 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. At the first meeting of the new committee, nominations will be sought for the officer positions – chairperson, secretary, treasurer, deputy treasurer. A deputy chairperson and secretary may also be appointed if deemed appropriate. If one nomination is received that person is deemed elected, if more than one nomination is received for an officer position, a vote will be held. No member of the committee will hold the same officer position for more than three consecutive years.

### **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.

### **Voting Rights**

All members of the Parent Teacher Association Committee shall have one vote each. In the event of a tie, the deciding vote shall be held by the Chairperson.

### **Finance**

The Parent Teacher Association committee will finance the activities of the Parent Teacher Association 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 Parent Teacher Association 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.

The Parent Teacher Association committee will lodge any funds raised in the school's bank account, with a receipt provided by the school for all lodgements.

### **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 Parent Teacher Association 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.

### **Membership of National Parents Council Primary**

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

### **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 committee. The Parent Teacher Association committee will then circulate these proposals to all parents/guardians and staff before the AGM/EGM. All parents/guardians and staff at the meeting are eligible to vote on the proposals.

At least 10 working days written notice of the AGM/EGM must be given to all parents/guardians of children in the school and staff; the notice for the AGM should include the agenda.