

Griffeen Valley Educate Together National School

Parent Teacher Association

Constitution

The Education Act (1998) allows for the parents of students of a school to set up a Parents Association. The Act states that:

“The parents of students of a recognised school may establish and maintain from among their number, a parents’ association for the school and membership of that association shall be open to all parents of students of that school.”

The National Council for Curriculum and Assessment (NCCA) (2016) highlight the role of a parent:

“As a parent you play a key role in your child’s education”

http://www.ncca.ie/en/Curriculum_and_Assessment/Parents

The purpose 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 in a school works in conjunction with the principal, staff and the Board of Management to build effective co-operation and partnership between home and school environments.

The Education Act (1998) also sets out two broad tasks for a Parent Teacher Association which are:

1. To advise the Principal or the Board on matters relating to the school as described below.
2. To adopt a programme of activities that will promote the involvement of parents in the operation of the school in consultation with the Principal.

The essential role of the PTA is to:

1. Work in conjunction with the Principal and the Board of Management on matters related to the school; to adopt a programme of activities to involve and assist parents.
2. To give parents an effective voice in our school community, to promote the best interests of our children.
3. To uphold the ethos and values of our Educate Together school community.

The Parent Teacher Association shall be called the 'Griffeen Valley PTA'.

The aims of the Griffeen Valley PTA are:

- to enable parents to play their part in ensuring provision of the best possible education for their children.
- to build effective co-operation and partnership between home and school environments.
- To adopt a programme of activities that will promote the involvement of parents in the operation of the school in consultation with the Principal.
- To assist the Principal or the Board on matters relating to the school.

Ethos:

The Parent Teacher Association (PTA) takes a whole school approach; it values all members of the school community – the Parents, the Board of Management (BOM), the Principal, the Teachers and most importantly all the children from within the school community. This whole school approach scaffolds each child's educational journey through the primary school sector

Educate Together and the Community:

Once a school opens itself up to the participation of parents, guardians, grandparents and the community, it has access to a wide and rich range of resources that would be impossible to provide by funding alone. This is of great support to the teachers in the school and of immense educational benefit to the children.

Membership:

All parents or guardians of children attending Griffeen Valley Educate Together National School will be deemed to be members of the Parent Teacher Association. Staff representatives and the Principal will represent teacher participation in the Association. Parent nominees on the Board of Management are automatically members of the Parent Teacher Association. A parent nominee will attend committee meetings and in their absence another member of the Board of Management may deputise.

Elections:

- The Elections of parents to the PTA committee will take place at the AGM which will be held once each school year.
- Only parents of children in the school, at the time of the AGM, will be eligible for election.
- Committee members may stand for re-election to the PTA committee

Organisation of the Committee:

- The PTA committee will include a minimum of 8 members (maximum 12); which will include a Chairperson, Vice Chairperson, Secretary and Treasurer. Representation will be sought from each year group (Junior Infants to Sixth Class) but this is not compulsory.
- Officers will be elected by the PTA committee from their numbers after the committee has been voted in at the AGM.
- Officer positions are to be held for a period of two years.
- The staff representatives will be elected by their peers.

Meetings:

- There will be 10 monthly committee meetings per year, at least one of which will be an open meeting to which the parent body will be invited.
- Any committee member who misses 5 consecutive meetings without a valid reason shall be deemed no longer a member.
- Every reasonable effort will be made to reach decisions by consensus. In the absence of a consensus, a majority vote will be accepted.
- A quorum of five is required for a valid meeting to take place.
- Minutes must be circulated before being formally agreed by everyone at the next meeting & can only then be placed on record.

Annual General Meeting:

- An AGM is the ultimate authority of the PTA to which its sub-committees and individual members are accountable.
- An AGM will be organised once a year; at a time and a place that encourages the maximum participation of the parent body.
- Two weeks' notice of the AGM will be given to the parent body.
- At the AGM, the parent body in attendance will elect the PTA committee.
- The AGM is the only authority which can amend this constitution.
- Amendments are to be agreed by a two thirds majority of the parent body present at the AGM.

EGM:

If an EGM is required, the chairperson will notify the PTA committee and arrange to meet at an agreed time and place. A quorum of 5 is required.

PTA Committee Activities:

- The PTA committee will plan and carry out the agreed work schedule of the PTA throughout the school year.
- The PTA committee will support school led activities e.g. the Book Fair
- The PTA committee may establish sub-committees for specific purposes e.g. organising the school calendar, annual raffle etc. These sub-committees will be made up of members of the PTA committee and other interested parents. The sub-committees will be required to report back to the PTA committee at the PTA committee meetings.

PTA Officer Roles & Responsibilities:

- **Chairperson:**
 - Facilitate the PTA committee to agree objectives, targets and an action plan of activities.
 - Steer the PTA committee towards agreed objectives and targets.
 - Plan the agenda of PTA committee meetings with the Secretary & the Principal.
 - Meet with the Principal prior to the PTA committee meetings to discuss agenda items.
 - Ensure the agenda and the invitations to meetings are sent out to the committee and any relevant sub-committees, at least a week in advance, with any information or documentation for review.
 - Request any additional agenda items from committee members or sub-committees.
 - Chair PTA meetings:
 - Start and finish on time.
 - Stick to agenda.
 - Democratic decision making.
 - Ensure respect for the various views and values of each member of the committee.
 - Ensure that each agenda point is addressed and that the group is clear on what decisions have been made.
 - All action points to be assigned to the committee member responsible for their completion.
 - Maintain the fundraising wish list with the Treasurer & the Principal.
 - Ensure that both a hard & a soft copy of all documents & records are maintained, in the school's office & on the school's One Drive, for as long as is required by law.
- **Vice Chairperson:**
 - The key role of the Vice Chairperson is to preside over meetings when the chairperson is absent.
 - Assist the Chairperson with matters between meetings.
 - Ensure that both a hard & a soft copy of all documents & records are maintained, in the school's office & on the school's One Drive, for as long as is required by law.

- **Secretary:**
 - Take minutes of meetings and send them out to the committee within a week of the meeting.
 - Assist chairperson to clarify decisions during meetings.
 - Administer all outgoing & incoming correspondence.
 - Minutes must be circulated before being formally agreed by everyone at the next meeting & can only then be placed on record.
 - File & maintain minutes & correspondence in both hard & soft form, in the school's office & on the school's One Drive, for as long as is required by law.

- **Treasurer:**
 - All financial matters, e.g. liaise with bank.
 - Plan specific financial aims with the Chairperson, the Principal & the Board of Management, e.g. drawing up of a fundraising wish list.
 - Maintain the fundraising wish list with the Chairperson & the Principal.
 - Lodge & record all financial transactions.
 - Maintain a hard & a soft copy of all documents & records, in the school's office & on the school's One Drive, for as long as is required by law.
 - Issue receipts for all applicable transactions.
 - Brief the committee at every meeting on the current financial position and forecasting of upcoming financial events.
 - Give annual financial report to Board of Management and present it to the Parent Body at the AGM.

Finance:

- A bank account in the name of the Association will be opened and 2 signatures will be required on all cheques.
- All income and expenditure will be accounted for and reported on to the committee at every meeting and to the Parent body and the Board of Management on an annual basis.
- The fundraising wish list is to be maintained by the Treasurer, the Chairperson and the Principal & agreed by the BOM. Funds must be used for the purpose for which the money was collected.
- The BOM can, in exceptional circumstances & in consultation with the PTA committee, decide a change of purpose for which the funds are to be used for the school, e.g. school building storm damage.
- The PTA will raise funds by whatever legal means are deemed appropriate by the PTA committee, in consultation with and with the approval of the Board of Management.

Contingency:

If the PTA committee is dissolved at a time other than at the AGM, a contingency plan will be put in place. The Board of Management or the Principal may appoint a working group, to re-establish the PTA committee via an AGM, if there are members of the parent body that are interested in taking part.

N.B.: it is important to note that the PTA is not a complaints department. If there is an issue, please follow protocol and discuss the issue with the teacher, Principal or Board of Management within the school.