



Griffeen Valley
Educate Together
National School

Parent Teacher Association Constitution

Revised and adopted: DRAFT



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1. Name

- 1.1 The Name of the Parent Teacher Association shall be Griffeen Valley Educate Together National School Parent Teacher Association (herein called the Griffeen Valley PTA). The affairs of the PTA shall be conducted by the Parent Teacher Association Committee (herein called the PTA Committee).

2. Ethos

- 2.1 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.

3. Membership

- 3.1 All parents or guardians of children attending Griffeen Valley Educate Together National School will be deemed to be members of the Griffeen Valley PTA.
- 3.2 Parent nominees on the board of management are automatically members of Griffeen Valley PTA Committee.

4. Purpose

- 4.1 The purpose of the Parent Association is to provide a structure through which the parents/guardians of children attending Griffeen Valley Educate Together National School can work together for the best possible education for their children. The Parent Association will work with the Principal, staff and Board of Management to build effective partnership between home and school.

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

- 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 the operation of the school.

5. Role

5.1 The essential role of the PTA is to:

- a) 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.
- b) To give parents an effective voice in our school community, to promote the best interests of our children.
- c) To uphold the ethos and values of our Educate Together school community.

6. Objectives

- 6.1 To foster the role of Parents/guardians as the primary educators of their children.
- 6.2 To support parents and consult with the Board of management in the election of the parent nominees to the Board of management.
- 6.3 To promote a positive relationship, trust and co-operation between the school Board of Management, Staff and Parents/Guardians where the education and welfare of pupils are concerned.
- 6.4 The Griffeen Valley PTA recognise that the raising of and/or resolution of issues relating to individual pupils and their parents/guardians will be addressed between the individual pupil and their parents, the school Staff and the Board of management only. The Griffeen Valley PTA refers all parents to the Griffeen Valley Educate Together National School Complaints procedure.
- 6.5 To identify a purpose for support financially or otherwise.
- 6.6 The PTA committee will plan and carry out the agreed work schedule of the PTA throughout the school year.
- 6.7 The PTA committee will support school led activities e.g. the Book Fair



7. The Committee

- 7.1 The committee shall consist of a cross section of representatives from the parent body.
- 7.2 The PTA committee will include a minimum of 8 members
- 7.3 The maximum number of PTA committee members is capped at 12.
- 7.4 Representation will be sought from each year group (Junior Infants to Sixth Class) but this is not compulsory.
- 7.5 In addition to the PTA Committee Officers and PTA Committee Members, Committee meetings can be attended by:
 - a) Teacher representative, elected by their peers.
 - b) SNA representative, elected by their peers.
 - c) The principal or other nominated representative in their absence.
- 7.6 At the first PTA meeting the PTA committee will elect a Chairperson, Secretary, Treasurer, Vice Chairperson, Assistant Treasurer (Optional), Public Relations Officer (Optional) and any other officers as deemed necessary.
- 7.7 The PTA committee shall remain in place for one year.
- 7.8 The PTA committee officers may continue their role for a second consecutive year without the need for re-election, if agreed by the outgoing PTA committee members by secret ballot in advance of the AGM.
- 7.9 No member shall serve in the same officer role for more than three consecutive years.
- 7.10 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.

8. Annual General Meeting (AGM) & Extraordinary General Meeting (EGM)

- 8.1 An AGM is required to be organised once a year; at a time and a place that encourages the maximum participation of the parent body.
- 8.2 Ten school days' notice of the AGM will be given to the whole parent body who will also be provided with a copy of the agenda.
- 8.3 At the AGM the following will happen
 - Minutes of the last PTA Committee meeting will be ratified
 - The Officers will present all relevant information for the previous year (activities report, financial report, etc.)



- the parent body in attendance will elect the new PTA committee.
 - When required amendments to the constitution will be presented and voted on by the parent body in attendance. Amendments are to be agreed by a two thirds majority of the parent body present at the AGM.
- 8.4 Extraordinary General Meetings (EGM's) are usually only called when one of the following occurs:
- The number of members falls below the required minimum
 - An urgent matter needs to be discussion
- 8.5 An EGM does not require minimum notice.
- 8.6 A quorum of 5 committee members is required in order to hold an EGM with a minimum of one officer present.
- 8.7 Where no officers remain on the PTA Committee, the remaining members may appoint an Acting Chairperson for the purpose of holding the EGM.

9. Election of the PTA Committee

- 9.1 The election of parents to the PTA committee will take place at the AGM.
- 9.2 Only Parents/Guardians of children attending Griffeen Valley Educate Together National School at the time of the AGM are eligible for election. Any parents whose child ceases to attend Griffeen valley Educate Together either on a permanent or temporary bases is required to step down from the committee. Parents may be re-elected if their child returns to the school at a later date.
- 9.3 In order for parents to be elected they must nominate themselves or another parent (with permission and consent) in advance. Parents already serving on the committee do not need to nominate themselves but should notify the officers of their intension to be re-elected to the committee.
- 9.4 The PTA Committee shall have the power to co-opt members during a term in order to replace a member who has resigned. These co-opted members shall not have the right to vote. These members should be elected at the next AGM if they so wish.

10. Election of Officers

- 10.1 Where there is only one nomination for a position that person shall be deemed elected.
- 10.2 Where there are two nominations for one position, a secret ballot must take place. The candidate with the highest number of votes shall be deemed



elected. In the event of a tie, lots shall be cast to nominate the successful candidate.

- 10.3 Where a secret ballot must take place and the following procedure shall be followed:
- 10.3.1 A simple voting system, based on who gets the highest number of votes is to be used
 - 10.3.2 Two people at the meeting shall be nominated as tellers to count the votes
 - 10.3.3 Votes should always be counted in public
- 10.4 If one candidate has received more than the combined total of votes of the other candidates, that candidate shall be deemed elected.

11. Duties of Officers

a) Chairperson

- Facilitate the PTA committee to agree objectives, targets and an action plan of activities.
- Steer the PTA committee towards agreed objectives and targets.
- Ensure all legal requirements in relation to fundraising events are adhered to e.g. licencing for raffles
- 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.
- Evaluate the need for training in particular for new PTA members.



- 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.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson

b) 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.

c) 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.
- Collect any certification documents for recording by the school management e.g. Child Safeguarding.
- 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.
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Secretary.

d) Treasurer

- Oversee all financial matters, e.g. liaise with bank in alignment with FFSU requirements.
- 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.



- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer.

e) Assistant Treasurer

- The key role of the Assistant Treasurer is to assist the Treasurer with all financial matter particularly in their absence.
- 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.

12. Sub committees

- 13.1 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.

13. Election of Parent Nominees to BOM

- 13.1 In alignment with the current Department of Education Governance Manual for Primary Schools the PTA Committee will coordinate with the principal and Board of management to select the appropriate option for the nomination and election of the male and female parent nominees to the Board of Management.
- 13.2 The election of nominees should take place at least one month in advance of the end of the term of the outgoing board of management.
- 13.3 The option selected shall be carried out in its entirety as outlined in the Governance Manual for Primary Schools.
- 13.4 All parents shall be notified of any election in advance, with a minimum of 10 school days' notice.
- 13.5 Election of Parent nominees to the board of management shall take place at a special general meeting specifically for that purpose.
- 13.6 Parent Nominees to the board of management automatically become members of the PTA committee upon their appointment.



14. General Meetings

- 14.1 Minutes must be circulated before being formally agreed by everyone at the next meeting and can only then be placed on record.
- 14.2 PTA Committee meetings shall be chaired by the Chairperson or in their absence by the Vice Chairperson, otherwise those present will elect a person amongst them to chair the meeting.
- 14.3 Council meeting will be recorded by the secretary or in their absence those present will elect a person amongst them to minute the meeting.
- 14.4 Every reasonable effort will be made to reach decisions by consensus. In the absence of a consensus, a majority vote will be accepted. In the event of a tie the person chairing the meeting shall have a second and casting vote. The Teacher representative, SNA representative and the principal do not have a vote.
- 14.5 Attendance of a minimum of one third of the committee is required in order to proceed with a PTA Committee meeting and one of those must be an officer.
- 14.6 The PTA committee will be given 7 days' notice of any meeting where possible and will be provided with an agenda in advance.
- 14.7 The PTA Committee will endeavour to meet at least on a monthly basis or were deemed appropriate but will not exceed 10 meetings in any academic year, at least one of which will be an open meeting to which the parent body will be invited.
- 14.8 The PTA Committee reserves the right to invite other persons to its committee were deemed appropriate.
- 14.9 Minutes must be circulated before being formally agreed by everyone at the next meeting & can only then be placed on record.
- 14.10 Any committee member who misses 5 consecutive meetings without a valid reason shall be deemed no longer a member and shall be notified in writing by the secretary.
- 14.11 A PTA Committee meeting shall not reverse any decision of a previous meeting except with the agreement of at least three quarters of the Committee present at the meeting where the reversal is proposed.
- 14.12 The first meeting of the newly elected PTA committee shall take place directly after the Annual General Meeting. This meeting must be attended by the newly elected committee members and the outgoing secretary. The remaining outgoing committee are permitted to observe. It is the duty of the outgoing secretary to oversee the correct procedure is adhered to in relation to the election of a Chairperson, there after the newly elected Chairperson takes over.



- 14.13 If circumstances arise that require an immediate decision and it would not be practical to call a whole committee meeting the officers are permitted to hold a meeting in order to reach a decision. An officers meeting can not take place unless all officers have been notified and at least three officers are available to attend.
- 14.14 The PTA Committee will endeavour to meet face to face. All PTA Committee members will be able to dial in remotely to meetings where their attendance is not possible. Advance notice of this is required to allow the attending committee to set up an online connection in advance. Annual General Meetings will take place on line in order to maximise the potential for attendance by parents.
- 14.15 Recording of online meetings is not permitted, except by the secretary and only with prior consent from all meeting attendees.
- 14.16 Committee members are required to keep some matters discussed confidential. This may be to allow all stake holders to be informed/consulted. School sensitive information such as internal time tables, internal communication is not permitted to be shared outside the PTA committee meetings or other communications, in order to ensure the safety of children and staff. Breaching this confidentiality will result in dismissal from the committee.

15. Finance

- 15.1 A bank account in the name of the Association will be opened. A minimum of two signatures will be required on all cheques.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 15.5 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.



- 15.6 All funds expended by the Parents' Association/Council for the benefit of the school should be channelled through the school bank account. The funds should first be transferred from the Parent Teacher Association bank account to the school bank account and then paid out by the school.
- 15.7 In accordance with the Governance Manual 2015-2019, prior to engaging in fundraising activities, the Parents' Association shall consult with the BOM about any fundraising for the school or school projects.
- 15.8 The Parents' Association bank account should contain only funds that it needs in order to meet the day to day running costs that are incurred. Any funds exceeding this amount should be transferred to the main school bank account as soon as practicable.

16. Amendments

- 16.1 Amendments to this PTA constitution can only occur at and AGM (or EGM)
- 16.2 All amendments are to be agreed in advance with the current PTA members and Board of Management.
- 16.3 Amendments are to be agreed by a two thirds majority of the parent body present at the AGM.