

THE CONSTITUTION OF THE ST. PETER'S NATIONAL SCHOOL PARENTS' ASSOCIATION

The Purpose of the St. Peter's National School Parents' Association ("SPPA")

The purpose of the SPPA is to provide a structure through which the parents/guardians of children attending St. Peter's National School can work together for the best possible education for their children. The SPPA will work with the principal, staff and Board of Management to build an effective partnership between home and school.

The Aim of the Parent Association

The aim of the SPPA 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 SPPA's programme of activities.

The SPPA 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 Association

The SPPA 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 SPPA will consult with the school principal.

The Membership of the Parent Association

All parents or guardians of children attending St. Peter's National School will be deemed to be members of the SPPA.

The Parent Association encourages representation of all classes within the school where feasible. Parents/Guardians are invited to become involved in any of the activities of the Parent Association and are welcome to attend informal meetings during the school year, which are generally held once every two months during the academic year.

It is the intention of the SPPA that each class has at least one parent representative for the purpose of communicating with the SPPAC. Such representative is not required to become a member of the SPPAC. Should there be more than one parent or guardian in a class who puts their name forward to become Parent Representative a decision shall be reached by drawing lots.

The School Principal will be invited to appoint a representative, from the teaching staff, to attend the Parent Association meetings. This may be the Home School Liaison Officer or another teacher volunteer.

The Parent Association Committee

The members of the SPPA will form a committee ("SPPAC") with a maximum of twenty (20) and a minimum of ten (10) members.

Any parent or guardian may volunteer to become a member of the SPPAC during the AGM or, if the maximum membership number is not reached, at any point during the school year. Committee members may remain part of the committee until they decide to step down or until their child has left St. Peter's NS. It is the SPPA's intention to have, where possible, at least one representative from each year serve as a member of the SPPAC. The SPPAC will ensure that two (2) places are available for new members each year.

Where the number of volunteers exceeds the maximum membership limit, the chairperson will review the balance of members and ensure equal representation of all class years. Voluntary resignations may be sought.

The Parent Association Committee Officers

The SPPAC shall appoint six officers as follows:

1. Chairperson
2. Secretary
3. Treasurer
4. Communications Officer
5. Arts Officer
6. Sustainability Officer

Each officer role may have a deputy if sufficient committee members are available to fill such additional roles and if the SPPAC feels this is required.

The officers of the SPPAC will be elected each year at the AGM of the SPPA. Candidates must be nominated and seconded. If more than one candidate is nominated for an officer role, voting shall take place by a show of hands. Each parent or guardian attending the AGM in person or online shall have one vote.

Each officer will be elected for one year. At the AGM all officers 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. No member of the SPPAC will hold the same officer position for more than three consecutive years. Parents' representatives elected to the Board of Management are automatically members of the SPPAC, but will not hold an officer position on the SPPAC.

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 committee.

The Work of the committee of the Parent Association

The SPPAC will have responsibility for representing the parents of St. Peter's National School and managing the activities of the SPPA. The SPPAC will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. It is the SPPAC's intention to carry

out a parent survey at the beginning of each academic year, or at another suitable time throughout the school year, to identify priorities and to inform the SPPAC activities for the coming school year.

The SPPAC shall aim to hold a meeting every second month (in the School Hall, by agreement of school management), which will be open to the whole parent body to attend. Every second month, a committee-only business meeting will be held to progress objectives and plan events. Minutes will be made available afterwards.

A majority of the SPPAC is required for a quorum. Committee members are required to attend all committee meetings unless prior notice is given to the secretary. If a committee member does not attend at least 3 meetings per school calendar year, that person will be deemed to have resigned. The only exception is when a committee member cannot attend over a period due to extenuating circumstances.

The SPPAC 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 SPPAC is the team that will manage the tasks of the association on behalf of the parent body (the members).

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

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

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

The SPPAC will arrange with the principal and Board of Management a system for ongoing communication.

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

The SPPAC will manage and account for any funds collected or expended by the SPPA.

Annual General Meeting

The AGM shall be held before the end of October each year. All parents and guardians shall be invited by email or via Aladdin no less than one week before the date of the AGM. The AGM shall be held in the school hall and an option to participate online shall be made available for those parents and guardians who are unable to attend in person.

Finance

The SPPAC will finance the activities of the SPPA through fundraising where funding is not available through the school.

A Treasurer will be appointed from among the SPPAC members and will be responsible for keeping account of the income and expenditure of the SPPA 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 SPPA shall open and keep a bank account in its name only if and when the SPPAC decides to engage in fundraising activities.

Fundraising for the School

Fundraising for the school by the SPPA will be done with the prior agreement of the Board of Management. The SPPAC will agree with the Board of Management as to the specific purposes for which funds are to be raised by the SPPA.

Membership of National Parents Council Primary

The SPPA 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 SPPAC. The SPPAC will then circulate these proposals to all parents before the AGM/EGM. All parents or guardians of children in the school at the meeting are eligible to vote on the proposals.