

GRANGE POST PRIMARY SCHOOL



PARENTS' ASSOCIATION CONSTITUTION

PREAMBLE

A Parents' Association is defined as parents and guardians working in partnership with all stakeholders to enhance the educational development and educational opportunities of their children.

In accordance with Section 26 of the Education Act 1998 the parents and guardians of students enrolled in Grange Post Primary School (**Grange PPS**) are hereby constituted as a Parents' Association of Grange PPS as follows:

1.0 TITLE AND MEMBERSHIP

- 1.1 The Association shall be known as Grange Post Primary School Parents' Association (**Association**).
- 1.2 Parents and guardians of students enrolled in Grange PPS are deemed members of the Association.
- 1.3 The Association has no role in decisions about the day-to-day running of Grange PPS, Curriculum of Grange PPS, Appointment of Teachers within Grange PPS and Individual Complaints within Grange PPS.

2.0 OBJECTIVES

- 2.1 Acting as an advisory body, representing the views of parents and guardians of students in Grange PPS on school policies and activities without interference in or with the process of governance and management of Grange PPS.
- 2.2 To inform parents and guardians of students of their role (rights and responsibilities) regarding Grange PPS.
- 2.3 To inform parents and guardians of students about Grange PPS: policies, curriculum, and system of governance.
- 2.4 To encourage dialogue with the Board of Management or Equivalent of Grange PPS and other partners relating to parents' and guardians' expectations for their children.
- 2.5 To ensure that parents and guardians of students are represented at all levels in the consultative process of Grange PPS development planning and decision-making.
- 2.6 Promoting the educational and general welfare and social interests of students in Grange PPS.
- 2.7 Helping to make school life in Grange PPS more complete by organising various activities.

The Association shall not directly concern itself with fundraising activities within Grange PPS, unless that fundraising is secondary to a project enhancing facilities, equipment or services offered by Grange PPS for the benefit of enrolled students, teachers, or management.

3.0 COMMITTEE

- 3.1 The affairs of the Association within Grange PPS shall be conducted by a Parents' Association Committee (**Committee**).
- 3.2 Election of Committee members shall take place at the Associations' Annual General Meeting (**AGM**) to be held on the first Wednesday of May each year (**Section 4.0 Meetings**).
- 3.3 Committee members shall be elected for one year.
- 3.4 Committee members shall step down at the AGM but can be re-elected at the AGM provided they remain parents/guardians of students attending Grange PPS.
- 3.5 Nominations for election as a member of the Committee shall be accepted at the AGM.
- 3.6 If a nominee will not be present at the AGM, their nomination shall be submitted to the Committee Secretary before or at the AGM. This nomination shall carry the nominee's consent and signature. This nomination shall also carry the signature of a proposer and a seconder, both of whom must be members of the Association.
- 3.7 In the event that more than two Association members seek election for a Committee position voting shall be by secret ballot.
- 3.8 In the event of a tie for a Committee position following a secret ballot the candidate will be selected by lot.
- 3.9 In the event that only one Association member seeks election for a Committee position this member will be deemed elected to the Committee.
- 3.10 Committee members shall be elected on an area basis from each area catered for in Grange PPS and shall attend meetings regularly.
- 3.11 The number of committee members may vary from time to time but must give adequate representation throughout Grange PPS.
- 3.12 No committee member shall hold the same officer position in the Association for more than three consecutive years.
- 3.13 The committee shall elect its own members consisting of **Chairperson, Secretary and Treasurer**.
- 3.14 There shall be no obligation to fill the positions of **Vice-Chairperson, Vice-Secretary and Vice-Treasurer**. The filling of these positions shall be governed by the number of members on the committee.
- 3.15 The Vice-Chairperson shall deputise for the Chairperson should the Chairperson be unable to attend a meeting.
- 3.16 The Vice-Secretary shall deputise for the Secretary should the Secretary be unable to attend a meeting.
- 3.17 The Vice-Treasurer shall deputise for the Treasurer should the Treasurer be unable to attend a meeting.

3.18 Role of Chairperson

- To preside over meetings of the Association in an impartial and inclusive manner.
- To work closely with all members of the Association.
- To aim for consensus at Association meetings.
- To ensure that decisions at Association meetings are taken following adequate consultation.
- Be contact person with Grange PPS Principle and School Management.
- Be familiar with procedures, regulations, legislation, etc. relevant to the Association.

3.19 Role of Secretary

- Convenes Association meetings in consultation with the Chairperson.
- Liaises with Grange PPS Principle and School Management as need arises.
- Deals with communications arising from the Association.
- Acts as a Recording Secretary.

3.20 Role of Treasurer

- Keeps accounts of income and expenditure relating to the Association.
- Ensures that no payment of monies take place without prior submission of invoices to the Association.
- Issues receipts for all monies received by the Association.
- Lodges and withdraws monies from Bank Account with Vice-Treasurer of Association Committee.
- Ensures that Bank lodgements and withdrawals have two signatures of authorisation. These signatories shall be the **Treasurer and Vice-Treasurer (Section 5.0 Finance)**.
- Produces a Treasurers' Report at Association meetings.
- Audits annual accounts for Associations' AGM.

3.21 Role of Committee Members

- To receive and read minutes/documentation relating to Association.
- To be kept informed of developments in education and in Grange PPS.
- To understand the implications of decisions made by the Association.
- To value transparency and accountability.
- To value and respect opinions.
- To be a good listener and exercise patience.
- To keep in mind what is best for the students of Grange PPS and Grange PPS itself.

3.22 The Association may put Sub-Committees or Working Groups in place for specific tasks. These Sub-Committees or Groups may co-opt individuals to assist in their work. The Sub-Committees or Groups shall carry out the decisions of the Association and shall be accountable to them.

3.23 Co-options to the Committee shall be:

- Grange PPS School Principle.
- Grange PPS Deputy Principle.
- Nominated Member from Grange PPS Teaching Staff.

4.0 MEETINGS

- 4.1 Association Committee Meetings shall take place on the first Wednesday of each month at 6:00pm in Grange PPS beginning in September 2024. A minimum of 4 Committee Meetings shall be held during the School Year. All members of the Association shall be invited to the meetings.
- 4.2 Association Annual General Meetings (AGM) shall take place on the first Wednesday of May at 6:00pm in Grange PPS beginning in May 2025. All members of the Association shall be invited to the meetings.
- 4.3 Association General Meetings shall take place whenever the Committee decide it is appropriate. All members of the Association shall be invited to the meetings.
- 4.4 Association Extraordinary General Meetings (EGM) shall take place only in an unusual situation with only one item on the agenda. All members of the Association shall be invited to the meetings.
- 4.5 Other Association Meetings shall take place should planned events e.g. seminars, talks be taking place. All members of the Association shall be invited to the meetings.
- 4.6 Association Meetings shall last no longer than 2 hours.
- 4.7 The Quorum for Meetings to take place shall be 50% + 1 of the Committee and/or Association.
- 4.8 Minutes of meetings shall be taken by the Association Secretary or Vice-Secretary to provide formal record of decisions made at the meetings.
- 4.9 Meetings shall have an Agenda which shall include but shall not be limited to:
- Apologies and Read-In Time
 - Minutes of Last Meeting
 - Principles Report
 - Matters arising from Minutes
 - Financial Report
 - Any Other Business
- 4.10 Minutes of Committee meetings shall be distributed to Committee members within 7 days from the date of the meeting.
- 4.11 Parents and Guardians of students attending Grange PPS, Principle of Grange PPS and Board of Management or Equivalent of Grange PPS shall be given a minimum of 14 days' notice of an AGM.
- 4.12 A copy of the AGM Agenda shall accompany the notification to Parents and Guardians, Principle and Board of Management or Equivalent.
- 4.13 The priorities of the AGM are:
- Hold elections for the Committee.
 - Acknowledge and express thanks to outgoing Committee.
 - Encourage Parents and Guardians to attend.

- Encourage Parents and Guardians to become members of the Committee.
- Welcome new Parents and Guardians.
- Opportunity for Parents and Guardians to meet each other.

4.14 The AGM shall have an Agenda which shall include but shall not be limited to:

- Welcome.
- Minutes of Last AGM.
- Chairperson's Report.
- Secretary's Report.
- Financial Report.
- Report from Sub-Committees/Working Groups (if applicable).
- Amendments to the Constitution
- Election of new Parents' Association Committee.
- National Parents' Council News and Update.
- Principle/Board of Management or Equivalent/Guest Speaker Address.
- Any Other Business (AOB).
- Close of Meeting.

4.15 Election of Committee members shall take place at the AGM.

4.16 Committee members shall be elected for one year.

4.17 Committee members shall step down at the AGM but can be re-elected at the AGM provided they remain parents/guardians of students attending Grange PPS.

4.18 Nominations for election as a member of the Committee shall be accepted at the AGM.

4.19 If a nominee will not be present at the AGM, their nomination shall be submitted to the Committee Secretary before or at the AGM. This nomination shall carry the nominee's consent and signature. This nomination shall also carry the signature of a proposer and a seconder, both of whom must be members of the Association.

4.20 An EGM shall take place:

- On a Majority Decision of the Committee.
- At the written request of at least 20 Parents and Guardians.

4.21 Resolutions at Committee meetings shall be passed by a simple majority of those Committee Members present and voting. The voting shall be by secret ballot. The Chairperson shall have a casting vote in the event of a tie.

5.0 FINANCE

5.1 Bank lodgements and withdrawals shall have two signatures of authorisation. These signatories shall be the Treasurer and Vice-Treasurer of the Committee.

5.2 The Treasurers' Report at the AGM shall be a report of the Income and Expenditure of the Association for the year.

- 5.3 The Associations’ financial year shall end on 30th April each year.
- 5.4 While the Association is not a fundraising body, it may act in support of Grange PPS-sanctioned fundraising activity.
- 5.5 In the event of the dissolution of the Association, all its assets shall be the property of Grange PPS.

6.0 CONSTITUTION

- 6.1 Amendments to the Associations’ Constitution shall be made at the AGM or at an EGM in urgent circumstances.
- 6.2 Any notice of motion to amend the Constitution shall be publicised to parents and guardians at least 14 days prior to the AGM.
- 6.3 Motions to amend the Constitution shall bear the names of the Proposer and Seconder and shall be communicated to the Association.
- 6.4 Amendments to the Associations’ Constitution shall be passed by a two-thirds majority of parents and guardians in attendance at the General meeting.
- 6.5 Articles 1.3 and 2.1 are permanent parts of the Constitution and shall not be subject to change when amendments are proposed to the Constitution.
- 6.6 The Constitution shall be reviewed 5 years from the first date of Ratification should no amendments have been made to it in the previous 5 years. Reviews shall be made every 5 years after that first 5year review.

RATIFICATION OF THE CONSTITUTION

This Constitution was ratified by Grange Post Primary School Parents’ Association Committee on the date below:

Pádraig Tierney Chairperson	Date

Aileen Redahan Secretary	Date

Una Gillespie Treasurer	Date