



ST. PATRICK'S NATIONAL SCHOOL

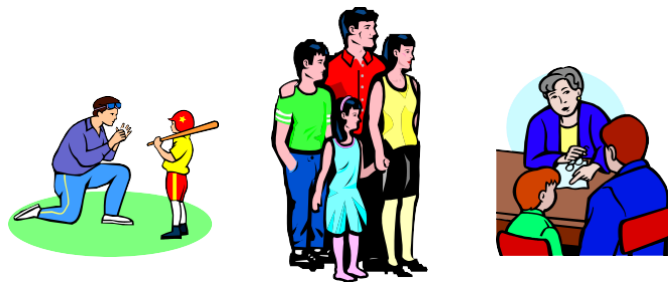
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PARENTS AS PARTNERS



school policy

2020

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INTRODUCTION

1.1 Introductory Statement

This policy on parental involvement in the school was developed in collaboration between the Board of Management, staff and parents. Following a review of practice by the Principal, a representative working group was delegated to formulate a document for consideration and comment by the school's education partners and a draft policy was subsequently presented to the Board of Management for ratification. This policy was devised with reference to a number of school policies and documents, including the *Code of Behaviour and Anti-Bullying Policy*, *Homework Policy* and the *Parent Teacher Constitution*.

1.2 Rationale

This policy was developed

- to assist our school community in providing the optimum learning experiences for its pupils
- to explore how best parents might support the school and its pupils
- to outline roles and responsibilities, etc.
- to promote and develop home/school partnership in a range of ways
- in the context of ongoing School Self-Evaluation (SSE) and School Improvement Planning (SIP)
- with reference to DES *Circular 24/91*
- with reference to the *Education Act 1998* and the *Education Welfare Act 2000*.

2. VISION AND AIMS

2.1 School characteristic spirit / ethos

St Patrick's National School is committed to ensuring that every child receives a quality education, working with parents/guardians to ensure that all children receive the maximum support in their learning. The school seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are valued. This work can best be done where there is a high level of openness and co-operation between staff, parents and pupils. The role of parents as partners in education is acknowledged and respected, and parents are encouraged to be actively involved in the life of the school. It is considered crucial to the success of our pupils that parental interest and support is fostered at all stages.

2.2 Aims and objectives

In the introduction to its *Mission Statement*, St Patrick's National School states that it aims to provide a safe, caring, happy and disciplined environment where children's self-esteem, self-confidence, initiative and innovation can be nurtured within an atmosphere of mutual respect and appreciation. Teachers, in partnership with the parents and the Board of Management, are committed to providing education of the highest quality for all the children in their care.

In developing this policy, the school aims

- to build on the school community's commitment to supporting all its pupils
- to develop open and positive home/school communication
- to ensure an open and welcoming atmosphere in our school at all times for parents as well as children
- to review and develop procedures for the sharing of information in relation to pupil progress and attainment
- to develop strategies to promote the role of parents as partners in our school
- to enrich and extend the educational opportunities provided for pupils by accessing the skills and talents of parents.

3. INDIVIDUAL SCHOOL/FAMILY RELATIONSHIPS

Communication between school and home should be open and positive. The school acknowledges that the parents are the primary educators of their children and we endeavour to create an open and welcoming atmosphere at all times for parents as well as children. A wide range of methods of communication are in place throughout the school.

There is a regular flow of communication to parents and families from the school office, the website, the Principal, individual teachers and the PTA (committee and sub-committees). Most home/school communication is done by telephone, e-mail, notes and direct meetings.

3.1 Ongoing School/Family contact

Parents are welcome in our school and are encouraged to keep in regular contact with Class Teachers and Learning Support/Resource Teachers. It is agreed that early communication often prevents a later difficulty arising and is in the best interests of the children. Parents are encouraged to contact the school to arrange an appointment with Class Teachers, Learning Support/Resource Teachers or the Principal if they have any queries or concerns.

Various means of communicating with parents are employed by the school to circulate school and community information.

- Text-a-Parent and e-mail
 - Through its database, Aladdin, the school can readily contact parents by phone, text and e-mail. It also has a facility to send group texts and e-mails to all parents or to sub- groups (eg parents of a particular class or extra-curricular activity). E-mail is used on a daily basis by most teachers as an efficient and reliable means of direct correspondence.
 -
- Homework Journal

Pupils from 1st – 6th Class have a Homework Journal. Parents are required to sign the journal each evening, having reviewed their child's homework on that day. This resource is also used by parents and teachers for non-confidential routine contact.

- Notes/forms

Standardised forms are used to assist parents in providing the school with required information regarding absences from school, etc. Notes/forms are also used in communication regarding school-related bookings, etc (eg swimming lessons, school excursions, book rental, etc). Communication is also through the database, Aladdin.

- Website www.stpns.ie

The school website is regularly updated with latest news and notice of school events.

Many school policies are also uploaded onto the school website. The content of the website is reviewed regularly and parent involvement in this process is appreciated.

- Social media

Teachers and parents in the school embrace social media tools and endeavour to find informal ways to communicate on an ongoing basis, eg

- Twitter

Parents may receive a daily tweet with updates on what the children have learned, sometimes including photographs. Parents have found this to be a valuable tool to encourage the children to discuss what he/she learned that day.

- Class Website

Classes have their own blog on the website, which may be updated individually to show class information, activities and projects.

- Facebook (ref 4.2.4)

A PTA Facebook page was established in 2013. The administrator, who is a member of the PTA committee, filters all information through the page and also highlights school events and updates as they arise. This new resource quickly became a very successful medium for information flow between parents. Access to the page is exclusive to the current PTA membership of each school year.

- Notice Boards

Notice boards that are located inside and outside the school are regularly updated with information relating to school and community events. There is one notice board dedicated to PTA news and information.

- Newsletters

The Principal coordinates a newsletter, *e-NUACHTLITIR*, an arrangement that is currently under review, as the school's Literacy Strategy includes plans for an increased role for senior pupils in the planning, editing and production of the newsletter, which provides general school information and news, as well as including parents' and pupils' input. Newsletters are uploaded to the school's website.

Parental involvement in the e-Nuachtlitir is always welcome. Such input usually includes reports on activities eg Sports and Music.

3.2 Curriculum

Parents are advised of ways in which they can support their child's learning at general

and individual Parent/Teacher meetings throughout the school year. The school's website also offers guidance, advice and support to parents and suggests organisations such as the National Council for Curriculum and Assessment (NCCA) for specialised information.

3.3 Special Educational Needs

Home-school communication is vital in dealing with all special needs issues. Throughout the school year, Learning Support and Resource Teachers include systematic Parent/Teacher meetings in the planning and monitoring of these pupils' *Individual Learning Plans* (ILPs).

Parents are consulted in relation to the planning and implementation programme for pupils' Learning or Resource Teaching Support. They have an active role in devising an ILP in consultation with their child's Class Teacher and Special Education Teacher who has responsibility for developing the plan and overseeing its implementation. Ongoing consultation helps greatly in supporting the aim to reach each child's specific learning targets.

3.4 External Agencies and Professionals

A number of external agencies and professionals work directly and indirectly with the school, from time to time. Such agencies include:

- The Department of Education and Skills (DES)
- The National Educational Psychological Service (NEPS)
- The National Council for Special Education (NCSE)
- The National Educational Welfare Board (NEWB)
- The Health Service Executive (HSE)

Officers and other professionals within these agencies that may have contact with parents include:

- Educational Psychologist

Children within the school may be referred by the Principal to the NEPS' Education Psychologist for assessment, following consultation with parents.

- Special Education Needs Organiser (SENO)

Following a diagnosis of a low-incidence disability, applications may be made to the NCSE for appropriate individual in-school support. Such applications are administered by the SENO assigned to the school.

- Education Welfare Officer

The NEWB's Education Welfare Officer communicates with parents whose children have missed more than 20 school days in a school year, or other such matters of welfare concern.

- Nurses

Nurses and other personnel from the HSE visit the school to administer national programmes such as vision and hearing tests, and to administer vaccinations. All such interventions must have parental consent.

3.5 Induction meeting for new parents (scheduled)

Induction meetings are held in May/June each year for the parents and guardians of the Junior Infant class(es) for the coming school year. All new pupils and their parents are invited to these meetings, which are held in the Junior Infant classroom. The meetings are attended by the Principal and the Junior Infant Class Teacher, and may be attended by representatives of the Board of Management and the Parent Teacher Association. Parents receive an Induction Pack that includes general up-to-date information as well as introductory information for those who are joining the school community for the first time.

At the meeting, the Principal guides parents through the Induction Pack and outlines pertinent school information, including core policies. Parents are invited to ask questions, either within the group or afterwards on a one-to-one basis. It is hoped that this meeting provides a forum to allay any fears and anxieties of 'new' parents, assuring them that their child's happiness and welfare are of vital importance to those who work with the children on a daily basis and to those who oversee the management of the school. Children learn best when they feel happy and secure, and so this end, parents are encouraged to keep in close contact and communication with the school. The Parent Teacher Association arranges refreshments after the meeting and this provides an opportunity for parents to mingle, renew acquaintances and make new contacts.

3.6 'New Year' communication

The Principal sends a welcome letter/e-mail to all parents and guardians at the beginning of each school that includes a number of updates for the coming year and may also contain a draft schedule of planned school events.

3.7 Mid-year Parent/Teacher consultations (scheduled)

All parents have an opportunity to have an individual meeting with their child's Class Teacher and Learning Support/Resource Teachers (as applicable) to discuss their child's academic and social progress. Parents are given advance notice of the date(s) and an e-mail confirming times is sent by each teacher closer to the time of the meetings. Teachers arrange that meetings for siblings are synchronised to accommodate parents as much as possible. The Principal is also available for meetings aligned to Parent/Teacher consultations.

Meetings for parents of 1st – 6th Class pupils are usually held in the second half of Term 1, while those for Junior and Senior Infants are scheduled for Term 2.

To meet the needs of parents who are unable to attend on the specific date(s) of the Parent/Teacher meetings, teachers make every effort to arrange to meet them before or after school on an alternative day.

3.8 End-of-Year Reports

Parents receive an End-of-Year Report on their child in June every year. This report outlines each pupil's progress for the year, including their performance on standardised tests (1st – 6th Class), as outlined in the school's Assessment Policy. An explanatory letter from the NCCA is also included with the report to explain test scores (STen).

Reports are posted prior to the end of the school year in order to facilitate parents who may have a query or require clarification regarding the report. Such queries are referred

directly to the Principal who endeavours to address them as soon as possible, in consultation with appropriate teachers.

3.9 Complaints procedure

The Education Act 1998 provides the legal framework for the delivery of education to the children in our school, which is legally owned by the Trustees and managed by the Board of Management. The Board is the employer of all staff in the school.

At St Patrick's National School, if a parent has a concern or complaint about a member of staff, it should be brought to the attention of the teacher or other staff member first. If not resolved, it should then be referred to the Principal. A complaint against the Principal should be brought to him/her initially. All staff are expected to deal with concerns as soon as they are raised in order to avoid issues escalating to a more serious level. Any complaint against the school or an individual member of staff must be addressed through the agreed school procedures. This involves a staged process (ref *Complaints Procedure* that must be strictly adhered to by all parties involved.

4. PARENTAL ROLES WITHIN THE SCHOOL COMMUNITY

As well as parents' role in relation to their own child(ren), meaningful involvement by parents/guardians is a crucial element in the success of a school as a vibrant and effective learning community. The following structures have been put in place to facilitate parental involvement in the general life of our school:

- Board of Management (BOM)
- Parent Teacher Association (PTA)
- Policy development and implementation
- Representatives of other agencies, eg Education Welfare Officer
- Guest speakers / Visitors

4.1 Board of Management (BOM)

(ref *Education Act and Constitution of Boards and Rules of Procedure*, DES, 2007). Boards of Management, including elected parent nominees, were introduced in 1975. Boards of Management of primary schools are appointed for a 4-year term. The new term of office for current Boards of Management is from December 2019.

The Board manages the school on behalf of the Patron and is accountable to the Patron and the Minister. The Board must uphold the characteristic spirit (ethos) of the school and is accountable to the Patron for so doing. The Principal is responsible for the day-to-day management of the school, including guidance and direction of the teachers and other staff of the school, and is accountable to the Board for that management.

The Constitution of Boards and Rules of Procedure stipulates that parents' nominees on the Board of Management, along with all other members, should

- uphold and support the ethos, culture and traditions of the school
- be aware of his/her collective and individual responsibilities
- have a specific role/function in the management of the school

- support new members in understanding the functions of the Board, and the relationship between the Board and the pupils, teachers, staff, Patron and the Department of Education and Skills.

The two parent nominees on the current Board of Management were elected in accordance with the *Procedures and Guidelines for Boards of Management*. They are

- Geoff Langrell
- Susan Hayden

As well as collective responsibility, each Board member has a particular individual role of responsibility.

- B Markham holds responsibility for building and maintenance matters in the school.
- S Hayden & G Langrell promote and facilitate Home/School liaison and cooperation. She facilitates links between the PTA and the Board (usually via the PTA committee and parents' Class Liaison Reps). She may be required to attend meetings with parents and/or teachers, as a Board representative (ref *Behaviour Policy*).
- The Rector of St Patrick's Parish, Cannon D Mungavin, is pastor to the school community and Chairperson of the Parent Teacher Association (ref *PTA Constitution 4.2*).

4.2 Parent Teacher Association (PTA)

St Patrick's NS has an active and supportive Parent Teacher Association. A copy of the constitution and general activities of the Parent Teacher Association is provided in **Appendix 1**. All parents are automatically members of the PTA, while a committee is appointed annually at the association's Annual General Meeting, held on the first Wednesday in October each year.

4.2.1 PTA committee

Membership

The PTA committee consists of 8 parents/guardians (elected annually), the Rector of St Patrick's Parish (Chairperson of the PTA and a member of the Board of Management), the Principal and at least 2 other teacher representatives. The committee usually meets monthly.

Committee members may stay for a maximum 3-year term, which ensures a roll-over from one year to the next so that existing members share their knowledge and experience with newcomers. Ad hoc sub-committees take responsibility for specific events and often co-opt others to help, thereby sharing the workload. A number of events are coordinated by parents of a particular class, e.g. the Book Fair, an annual bag-pack, concerts, family walks, social evenings, an annual golf event, and the annual Fun Day (held in May/June). Parent information evenings are also organised through the PTA, e.g. *Internet safety for our children* and *Choosing a secondary school for my child*).

Fundraising

Through its efforts, the PTA supports the running of the school by providing funding towards resources, equipment and support such as a state-of-the-art ICT facility; classroom and PE equipment; supplementary Sports coaching; Music tuition; Library resources; materials for Visual Arts, Music, and Drama; and a playground development

programme, as well as invited guest speakers, etc.

The PTA committee is also responsible for the administration of the school's **300 CLUB**, an ongoing fundraising draw run by the association for the benefit of the school.

4.2.2 PTA sub-committees

The PTA has 3 active and enthusiastic sub-committees, all of which have a role in supporting curriculum implementation as well as promoting the best quality and range of extra-curricular options within the school's after-school programme of activities. They include parents and teachers who have a special interest or expertise in a particular area and they each meet regularly to develop and maintain a high standard of support for the school for the area within their remit. All committees work closely with the Principal on an ongoing basis.

The current sub-committees are:

- PTA PE Committee
- PTA Music/Arts Committee
- PTA ICT Committee

4.2.3 PTA Class Liaison Representatives (class-based)

St Patrick's NS is fortunate to have a very positive, enthusiastic and active PTA, and it strives to involve as many parents as possible in various ways throughout the year. Since 2005, the PTA committee has supported a system that promotes positive contact between parents of each class and the committee, in which one or two parents from each class become PTA liaison representatives on a year-to-year basis. This also spreads the work of the PTA to a wider group than the committee, and helps to get the best possible involvement in PTA activities. PTA liaison representatives give back-up and support for the PTA committee and provide a valuable conduit for information relevant to school activities.

4.2.4 PTA Facebook

A PTA Facebook page was established in 2013. This is administered by a member of the PTA, with the approval of the Board of Management. Access to the page is exclusive to the current PTA membership of each school year. The page is closely monitored and restrictions apply regarding content of posts, use of photographs, etc.

4.3 School Self-Evaluation (SSE)

School Self-Evaluation is a collaborative, inclusive, reflective process of internal review. It is carried out by the Principal, Deputy Principal and teachers, under the direction of the Board of Management and the Patron. Consultation with parents and pupils is an important element of the ongoing process, from initial evidence gathering through to implementation and monitoring stages. Various consultation approaches are used, including on-line questionnaires and surveys, focus groups and reflection sheets.

4.4 Policy development, review and implementation

In tandem with SSE, school policies require constant development, review and revision. Parental input in this process is appreciated. This may be done through the PTA

committee or specially-arranged sub-committees, depending on the specific issue. Such engagement is usually overseen by the member of the Board of Management with responsibility for Home/School matters.

School policies are available to parents, either on the website or through the school office. It is important that parents are aware of these as, on enrolment, they agree to support the Board of Management in its running of the school and to follow school policies.

Policies that have involved parental input include:

- Active Schools programme
- Administration of Medication
- Anti-Bullying (incl. Cyber-bullying)
- Attendance & Punctuality
- Book Fairs
- Calendar
- Child Protection
- Homework
- ICT resources and support
- Learning Support
- Mobile Phones & Electronic Games
- Music (extra-curricular)
- Newsletter / Brochure
- Opening and Closing Times
- Code of Behaviour
- Communication
- Community projects
- Digital Schools programme
- Environmental awareness
- Fun Day
- Green Schools programme
- Healthy lunches
- Open Days
- Parent/s as Partners
- Promotion of healthy living
- Sports programme (extra-curricular)
- Substance misuse
- Support for those with disabilities
- Tours and excursions
- Uniform

4.5 Guest speakers / Visitors

Parents as a group have a range of talents, abilities and skills that have the potential to enrich and extend the educational opportunities provided for the children. It is our policy to invite parents to share their skills with us at a school and a class level, while respect for the professional role of the teacher and the statutory responsibilities of the Patron, the Board of Management and the Principal is always an important consideration.

Curriculum implementation can be supported and enhanced by identifying parents with particular knowledge or skills in various curriculum areas, e.g.

- RE: Rector, Curate, Church warden, Vestry member, guest speaker from another church or community
- Language: poet/author, member of drama group
- Mathematics: architect, builder, carpenter, accountant
- Arts Education: artist, actor, musician, dancer
- SPHE: nurse, doctor, dietician, Garda, fire officer, first responder
- SESE: laboratory technician, historian, town planner
- PE: sportsperson, representative from local sports groups

The school hosts many curriculum-related events during the year, with the help of parents. Examples include the annual Book Fair, Christmas performances and concerts, Maths Week, Sports Day, Active Week, art exhibitions, school garden, school sports, excursions, etc.

5. SUCCESS CRITERIA

Practical indicators of the success of this policy include

- benefit to pupil learning
- increased parental involvement in school activities
- feedback from parents/staff.

6. RATIFICATION AND COMMUNICATION

This policy was ratified by the Board of Management. It was communicated to parents through the school website and via the school office.

7. IMPLEMENTATION

7.1 Roles and responsibilities

Implementation of this policy is led by the member of the Board of Management with responsibility for Home/School matters, with reference to the agreed success criteria (ref 5. above). This role includes supporting, developing, implementing, monitoring and evaluating this policy.

7.2 Implementation schedule

This policy was formally implemented following its ratification and communication by the Board of Management.

8. REVIEW

This policy will be reviewed and revised as deemed necessary by the Board of Management. It is scheduled for a comprehensive review in 2025.

Chairperson
Board of Management

Principal

Date: _____

APPENDIX 1

St Patrick's National School Greystones, Co Wicklow

Parent Teacher Association

This Constitution was adopted at an EGM on 26th January 2000.

1. The Association's Name:

The association shall be called
'St Patrick's National School Parent Teacher Association'

2. The Aims and Objectives of the Association:

- (a) To promote and encourage co-operation between parents, teachers and the board of management
- (b) To provide a forum for discussion of issues, relevant to association members.
- (c) To exchange ideas and promote understanding between of parents and teachers.
- (d) To inform parents of developments in education.
- (e) To assist in extra-curricular and leisure / sporting activities of pupils.
- (f) To provide financial support for the school.
- (g) To aid and encourage pupils in their individual quest for learning and personal development.
- (h) To elect annually a PTA committee to administer and run the association

3. Membership of the Association:

- (a) All parents and guardians (hereafter referred to as parents) of children currently attending St Patrick's National School together with all teaching staff and the Chairperson are members of the association.
- (b) In the event of parent/s having no child registered as attending St Patrick's National School, the parent/s shall cease to be a member of the association forthwith.
- (c) In the event of a teacher leaving St Patrick's National School, the teacher shall cease to be a member of the association forthwith
- (d) No membership fee will be charged.

4. The Structure of the Association:

4.1 The Composition of the PTA Committee:

- (a) The PTA committee will comprise of twelve people, subject to they're being a right to co-opt an Honorary Treasurer and / or an Honorary Secretary in accordance with 4.8(b).
- (b) The PTA committee shall be comprised of at least eight parents, two teachers, the principal, and the chairperson.

4.2 Chairperson:

- (a) The chairperson to the association shall be the rector or curate of St Patrick's Parish, Greystones.
- (b) In the event of the Chairperson being unable to attend a meeting, the committee members present shall appoint the replacement, chosen from among the existing PTA committee membership.

4.3 The Annual General Meeting:

- (a) An AGM of the PTA association shall be held in September or October of each year.
- (b) Association members shall receive at least fourteen days notice of such a meeting, by posting such information on the school notice board.
- (c) The quorum for the AGM shall be a number equal to 10% of the number of children enrolled at the school.
- (d) Each member of the association shall have equal voting rights.
- (e) If in the event of a PTA member resigning from the committee, leaving the association, or ceasing to be a member of the association, he/she may be requested by the PTA committee to present his/her report to the next AGM.

4.4 Parent Elections:

- (a) Parents shall elect eight representatives to the PTA committee at the AGM.
- (b) All candidates must be proposed and seconded by a parent member of the association
- (c) In order to promote gender equality, preferably four men and four women should be elected to these posts.
- (d) If more than four women are proposed then a separate ballot will take place to fill the vacant positions. The four candidates receiving the most votes will be elected.
- (e) If more than four men are proposed then a separate ballot will take place to fill the vacant positions. The four candidates receiving the most votes will be elected.
- (f) In the event of an insufficient number of one gender being elected, their positions shall be filled by the other gender.

4.5 Teacher Elections:

- (a) The teachers shall elect two representatives to the PTA committee.
- (b) The teachers' election will take place prior to the AGM.

4.6 Notice Of PTA Committee Meetings:

- (a) The secretary of the association shall give notice of all committee meetings.
- (b) The committee shall meet each month during term time.

4.7 PTA Committee Quorum & Voting:

- (a) The quorum for a committee meeting shall be any seven members.
- (b) Co-opted members of the committee shall have full voting rights.
- (c) Each member of the committee shall have one vote.
- (d) In the event of a tied vote, the chairperson shall have an extra casting vote.
- (e) The number of votes on the committee will be equal to the total number of committee members plus one.

4.8 Honorary Treasurer and Honorary Secretary Elections and Removals:

- (a) The committee shall, at its first meeting after the AGM, elect two of its members to act as Honorary Secretary and Honorary Treasurer.
- (b) If no member of the committee is available to serve in either of the positions, the PTA committee shall co-opt any member of the association to fill the position/s (*Reference PTA Committee Composition 4.1(a) & PTA committee Quorum & Voting 4.7(b)*).
- (c) The Honorary Treasurer and / or the Honorary Secretary may be removed from their position following a motion for removal being passed by nine or more votes of the PTA committee. If removed they will remain an ordinary member of the PTA committee.

4.9 Term of Office for the PTA Committee:

- (a) The term of office of the elected and co-opted committee members shall be one year.
- (b) Any parent representative may serve on the PTA committee for a maximum of three consecutive years. After an interim period of one year the person is then eligible for re-election.
- (c) The elected teachers' representative may serve on the PTA committee for any number of years, providing they are reselected annually by the teachers to represent them.

4.10 Parent Resignation from PTA:

- (a) In the event of a parent representative's resignation from the committee the vacant position shall be filled from the general parent membership.
- (b) The committee shall be authorised to co-opt a replacement.
- (c) If possible, gender balance should be maintained.

4.11 Teacher Resignation from PTA:

- (a) In the event of a teacher representative's resignation from the committee another teacher shall fill the vacant position.
- (b) The committee shall be authorised to co-opt a replacement.

4.12 PTA Sub-Committees:

- (a) The PTA committee shall be entitled to appoint sub-committees, to deal with specific issues.
- (b) Such sub-committees shall be responsible and accountable to the main PTA committee.
- (c) The PTA committee shall be entitled to co-opt members of the association to serve on the sub-committee/s.
- (d) Voting rights of sub-committee members shall not extend beyond the specific remit of that sub-committee.

5. The Financial Administration of the Association:

5.1 Bank Account:

- (a) A bank account shall be opened / maintained in the name of "St Patrick's National School Parent Teacher Association"
- (b) All financial transactions shall be conducted through this bank account.
- (c) A separate deposit account/s may be held in the name of the association but only by the approval of the PTA committee.
- (d) Any combination of any two of the following signatures must be on each cheque issued, the Chairperson, the Principal, the Honorary Treasurer or the Honorary Secretary
- (e) The bank account signing mandate shall be updated on an annual basis.

5.2 Auditor:

- (a) Audited accounts shall be submitted to the Annual General Meeting.
- (b) An independent auditor shall be appointed annually at the AGM.
- (c) The auditor may not be a person holding voting rights on the PTA committee but may be a member of the PTA association. The auditor does not have to be a member of the association.

5.3 Financial Practice and Administration:

- (a) All account payments must be approved at committee level
- (b) The incoming PTA committee will be given the power to administer the allocation of monies based on the funds raised by the previous year's PTA.
- (c) The PTA committee shall make all reasonable efforts in fundraising to ensure that they pass on to the following year's PTA committee a fund similar to, or greater than, than the amount stated in the PTA published audited accounts of the previous year.

5.4 Financial Administration if PTA is Dissolved:

In the event of dissolution of the association, control of all financial resources / assets shall pass immediately to the Board of Management and shall be disposed of at the sole discretion of the board. *(Reference general matters of the association / dissolution 6.5).*

6. General Matters of the Association:

6.1 Constitutional Amendments:

- (a) Fourteen days written notice must be given to members of the association.
- (b) The wording of the amendment must be published and freely available for a period of 14 days prior to the motion being considered and voted on.
- (c) In order to amend the constitution a two-thirds majority of those in attendance at the Annual General Meeting or at an Extraordinary General Meeting is required.
- (d) Motions to amend the constitution may only be voted on at an EGM or AGM.

6.2 Association Affiliations:

- (a) The association shall be affiliated to the National Parents Council (Primary).
- (b) An election will be held at the AGM to select delegate/s to the National Parents Council (Primary) for County Wicklow.
- (c) The selected delegate/s will report to the PTA committee.

6.3 Rules Governing an Extraordinary General Meeting:

- (a) The quorum for an EGM shall be a number equal to 10% of the number of children enrolled at the school.
- (b) The PTA committee may summon an EGM of the association,
- (c) Or an EGM shall be called upon the written requisition addressed to the Honorary Secretary of the PTA with supporting signatures of not less than twenty ordinary members of the association, stating the object and purpose of the proposed meeting.
- (d) Association members shall receive at least fourteen days written notice of such a meeting.
- (e) Each member of the association shall have equal voting rights.

6.4 Removal of an Elected Member of the PTA Committee:

Any ordinary member of the association may seek the removal of an elected representative but must use the mechanisms of an EGM to pursue such a matter.

6.5 PTA Association Dissolution:

The association may be dissolved by an EGM duly convened for the purpose, provided that a resolution to dissolve the association shall be carried by a majority of four fifths of those in attendance at such a Special Meeting. *(Reference Financial Practice PTA / Dissolution 5.4).*

APPENDIX 2

References

- *Education Act, 1998*
- *Education Welfare Act, 2000*
- *National Parents Council: working effectively as a parent association, 2004*
- *Boards of Management of National Schools, Constitution of Boards and Rules of Procedure, DES, 2007*
- *Looking at our school, an aid to self-evaluation in primary schools, Evaluation Support and Research Unit, 2003*
- *Your child in the primary school, tips for parents, INTO. www.into.ie*
- *The what, why and how of children's learning in the primary school (DVD), NCCA, 2006*
- *Primary Curriculum - suggestions for involving parents*