

**The Constitution of the Parent Association Committee of
“Rush National School”**

The Purpose of the Parent Association Committee

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

The Education Act, 1998

Section 26(1) The parents of students of a recognised school may establish, and maintain from among their numbers, a parents’ association for that school and membership of that association shall be open to all parents of students of that school.

(2) A parents’ association shall promote the interests of the students in a school in co—operation with the board, Principal, teachers and students of the school and for that purpose may

(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 consultation with the Principal, in the operation of the school.

(3) The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents’ association and to a parents’ association when it is established.

(4) (a) A parents’ association shall, following consultation with its members, make rules governing its meetings and the business and conduct of its affairs.

(b) Where a parents’ association is affiliated to a national association of parents, the rules referred to in paragraph (a) shall be in accordance with guidelines issued by that national association of parents with the concurrence of the Minister.

The Aim of the Parent Association Committee

The aim of the Parent 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 Association will endeavour to emulate the core values of Rush National Schools' ethos; excellence in educating, upholding equality and embracing community focus. The Parent Association 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 Parents Association Committee

The Parent Association 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 Parent Association will consult with the school Principal.

The Membership of the Parent Association

All parents or guardians of children attending Rush National School will be deemed to be members of the Parent Association.

The Committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 30 and a minimum of 5. This committee will have responsibility for representing the parents of Rush National School and managing the activities of the Parent Association.

Subcommittees

Subcommittees can be set up for specific tasks. The subcommittees may co-opt people to assist in their work. The subcommittees may not make decisions beyond their specific purpose; they remain, at all times, accountable to the main committee.

The Election of the Parent Association Committee

The members of the committee will be elected each year at the AGM of the Parent Association. Persons willing to go forward for election will be identified prior to or at the AGM. The members of the committee will be elected each year at the AGM of the Parents Association to stand for 1 year but can be re-elected as long as they continue to be a parent or guardian of a child in the school.

The elected members shall then assign the officer positions of the committee which should include Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer and Public Relations Officer. Each member will be elected for two years with the option to extend by one year with the agreement of members.

The committee will ensure 2 places are available for new members each year.

Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parent Association Committee. These members of the Committee are in addition to the elected members of the Parent Association Committee.

No member of the Committee will hold the same officer position for more than three consecutive years.

Committee Meetings

The quorum for any meeting is 50% of the elected committee to include at least 1 officer.

The Work of the committee of the Parent Association Committee

The Parent Association Committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The Parent Association Committee may advise the Principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998, Section 26(2)(a).

The Committee is the team that will manage the tasks of the Association on behalf of the Parent Body (the members).

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

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

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

The Committee will arrange with the Principal and Board of Management a system for ongoing communication.

At the annual general meeting (AGM) the Committee will report to the Parent Body (the members) about its work.

The Committee will manage and account for any funds collected or expended by the Parent Association Committee.

Finance

The Parent Association Committee will finance the activities of the Parent Association through fundraising.

A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of the Parent Association 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 Parent Association Committee will keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account.

Fundraising for the School

Fundraising for the school by the Parent Association will be done with the prior agreement of the Board of Management.

The Parent Association Committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Association Committee.

Membership of National Parents Council Primary

The Parent Association Committee 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 Parent Association Committee. The Parent Association Committee will then circulate these proposals to all parents before the AGM/EGM.

All parents of children in the school at the meeting are eligible to vote on the proposals.

Rush National School (RNS) Parent Association
OPERATING GUIDELINES

Committee Roles

A comprehensive description of the roles of Chairperson, Secretary & Treasurer are set out in the NPC document “Working Effectively as a Parent Association”. The PAC will adhere to these and in addition the following:

- Chairperson: will ensure meetings are scheduled to suit the majority & to maximise attendance and participation of all committee members.
- Vice-Chairperson: will assume the role of Chairperson in the event of absence.
- Secretary: as per the above referenced document.
- Assistant Secretary: will assume the role of Secretary in the event of absence.
- Treasurer: as per the above referenced document, with the exception of any activity which relates to a bank account. See special notes on finance below.
- Communications Officer/PRO: will be responsible for communicating on behalf of the committee to the wider parent body via database for email/hardcopy distribution, social media, text messages or by any other means with due consideration for GDPR regulations & within the boundaries of the schools Communication Policy and will be responsible for liaising with the NPC Primary on membership, NPC correspondence/surveys/events & NPC supported training/speakers for RNS events.

Volunteer Co-ordinator: shall be responsible for engaging with the school and parents to recruit volunteers to assist at PAC run events and to manage communications with class reps via PAC official mobile phone.

Meetings/Agendas/Minutes

- We welcome the principal/vice principal, a teacher’s representative & a special needs assistant to attend and participate in all committee meetings.
- An AGM will be held every year, ideally in November but as soon as is practical once children and parents have settled into the new school year.
- Committee meetings will be held once per term as a minimum and as required thereafter.
- Committee meetings will be scheduled according to the maximum availability of committee members and can be held on different days/times to ensure flexibility.
- Sub-Committee meetings will be held as necessary.
- Agendas will be prepared for all regular committee meetings & the AGM.
- Attendance for all regular committee meetings and the AGM will be recorded.
- Minutes will be recorded/distributed/retained for all committee meetings and the AGM.
- In the event a meeting is not quorate no decisions may be taken, however in case of an urgent decision required, proxy voting will be permitted.

- In all meetings, events and correspondence the PAC members are expected to be courteous, respectful and to work together as a team to the benefit of the school and parents of Rush National School

Sub-Committees

- Sub-Committees will be established, as necessary and tasked with specific projects/purposes which will be agreed by the committee.
- Any decisions required, which deviate from the scope of the original sub-committee project/purpose, must be referred to the committee for approval.

Activities

The PAC activities may include, but are not limited to:

- Organising/supporting school events/projects/activities
- Policy development
- Encouraging meaningful parental involvement in our children's education

Finance

- Monies raised by the PAC will be counted by two committee members and be lodged to the PAC bank account without delay.
- The treasurer will keep an account of all monies raised & all monies spent, as will the principal/BoM and accounts will be reconciled every year in advance of the AGM.
- All expenditure must be receipted.
- A petty cash float (maximum €200) may be kept in the school for sundry purchases, all of which must be approved by the committee.

Notes

- These operating guidelines are intended to compliment the constitution of Rush National School RNS PAC.
- This document, along with our constitution, are living/evolving documents.
- Every year our parent body changes & we always welcome new ideas/suggestions/comments to reflect our progressive school community.
- Our constitution must be changed formally but our guidelines can be amended, whenever required, with approval of the committee.
- The NPC document "Working Effectively as a Parents Association" is our key reference document used to prepare our constitution & guidelines.