

THE CONSTITUTION OF THE PARENT ASSOCIATION OF ST BRIGID'S PRIMARY SCHOOL, KILDARE TOWN.

The Purpose of the Parent Association

The purpose of the Parent Association is to provide a structure through which the parents/guardians of children attending St. Brigid's Primary 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 an effective partnership between home and school.

The Aim of the Parent Association

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 promote the interests of the students in cooperation with the Board of Management, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

Under the Education Act, 1998,

Section 26. –

- (1) The parents of students of a recognised school may establish, and maintain from among their number, 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 cooperation 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.
- (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 Work of the Parent Association

The Parent Association will undertake a programme of activities which will promote the involvement of parents and guardians and which will support students, 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 St. Brigid's Primary 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 20 and a minimum of 6. This committee will have responsibility for representing the parents of St. Brigid's Primary School and

managing the activities of the Parent Association. Only those elected as officers are to be present at the monthly committee meetings.

Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt parents/guardians to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main committee.

The Election of the Parent Association Committee

The committee members will be elected yearly at the AGM of the Parent Association (usually in September). Information of each officer's role and responsibilities is made available in advance and included at the end of this document.

Each member will be elected for one year. It is hoped that the committee will have parental representatives from each class level.

At the AGM, all committee members 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. Nominations will be proposed and seconded from the floor.

No committee member will hold the same officer position for over three consecutive years.

Parents' representatives elected to the Board of Management are automatically committee members but will not hold an officer position on the Parent Association committee. They will receive the Agenda and Minutes of the Committee meetings.

The principal and another school representative shall be ex-officio members of the Committee with no voting rights.

Each parent or guardian shall be entitled to vote in elections to the Committee regarding vacancies arising in the representation of a class in which they have a child.

All Parent Association Committee members will be Garda Vetted through the school ahead of their commencement in role.

The Work of the Committee of the Parent Association

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, 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 meet monthly on the school premises. The quorum of the members is 50% + 1 for all decisions at these meetings. There are 9 meetings per school year and committee officers must attend at least 5.

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 consult with the school principal and Board of Management when planning the programme of activities for any particular year and obtain agreement by October.

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.

The committee will be responsible for seeing that activities are run in an efficient and effective way. At the annual general meeting (AGM) the committee will report to the parent body (the members) about its work.

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

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

Garda Vetting and Safeguarding

All parents/guardians volunteering within the school buildings and grounds who work with children or have contact with children during PA activities must be Garda vetted through the school before the commencement of their involvement. Volunteers and Committee members will abide by the school's safeguarding policies in line with Children First Act 2015 to ensure a safe environment.

GDPR

The Parent Association committee will be GDPR compliant. They will handle any personal data (such as phone numbers, email address etc.) for specified, explicit and legitimate purposes. They will seek consent from a person when gathering any personal data. All other sensitive records (finance, minutes etc.) will be stored securely in password protected Parent Association Google Drive Account.

Social Media

A sub-committee group of 4 people will manage Social Media accounts; Deputy Principal, a Board of Management Member, the Chairperson and the PRO of the Parent Association.

All posts must be pre-approved by this sub-committee.

Social Media Accounts must be set to Private Group. No children/students will be approved to join the Groups. Only parents/guardians will be approved once they request a link from the school to join. The parent will receive a message via Aladdin containing the email link. Once they have completed the security questions on the link and verified as a current parent/guardian, the request will only be approved by the Deputy Principal.

Rules for operating any Social Media pages are:

- The page is for information purposes only.
- The commenting function will be turned off on each post.
- No pictures of children, parents or guardians are permitted, and no one person is to be identified on the post.

There is a dedicated email for the Social Media Accounts: socialmediapa@sbps.ie

There is a dedicated WhatsApp group for the four social media sub-committee group members.

Finance

The Parent Association committee will finance the activities of the Parent Association through fundraising/sponsorship.

A Treasurer will be responsible for keeping account of the income and expenditure of the Parent Association finances. A schedule of regular payments will be devised. The Treasurer will give a statement of income and expenditure at each committee meeting and take a photo of the Credit Union book for verification.

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 will keep a bank account (currently Kildare Town Credit Union) in its name. Each transaction issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all transactions made on the account.

Membership of National Parents Council Primary

The Parent Association 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.

Overview of Officer Roles for SBPS Committee Officers

Role	Responsibilities
Chairperson	<ol style="list-style-type: none"> 1. The Chairperson leads and directs the Committee in the planning and execution of its activities. 2. Facilitates and chairs monthly committee meetings in a manner that encourages everyone to participate. 3. Ensures decisions are made with a 50% +1 majority vote. 4. Ensures that decisions are implemented. 5. Liaises with the school management team, office staff and teachers where necessary on behalf of the Committee to organise events. 6. Helps the Committee to compile and implement a calendar of events for the upcoming year. 7. Ensures that each committee member knows their roles and responsibilities. 8. Encourage new members to join and engage with all parents/guardians. 9. Ensures the summary of events books is kept up to date. 10. The outgoing Chair ensures a complete handover of all relevant documents and information is passed to the new Chairperson.
Vice Chairperson	To undertake the duties of the Chairperson when required to do so.

Role	Responsibilities
Secretary	<ol style="list-style-type: none"> 1. Takes minutes at each meeting, accurately recording actions and summary of items discussed 2. Files all reports and minutes via PA Google Drive. Ensures all documentation from Officers, such as Treasurer Reports etc., are filed in designated folder(s) in the PA Google Drive. 3. Agrees on the agenda for committee meetings with the Chairperson. Ensure all committee members and Principal, Vice Principle and BOM Parents Representative(s) have the agenda before the meetings so they can be adequately prepared/informed. 4. Ensures all committee members, including the Principal, Vice Principle and BOM Parent Representative(s), receive a copy of the minutes of meetings, including committee members who had been unable to attend. (Currently, communication with the committee is via WhatsApp group, and school is via PA email). Minutes to be completed within 10 days of the meeting. 5. Appropriately administers incoming and outgoing correspondence as relevant via PA Gmail account. (Daily checks of Gmail in times of high activity and twice a week otherwise). 6. Ensures the minutes are approved at each meeting and notes approval in the minutes. 7. Assists the Chairperson with clarification of decisions made at meetings. 8. Ensures that at the end of the term of office, all relevant documentation and PA Gmail details are passed on to the incoming Secretary, including updating the password for security.
Vice Secretary	To undertake the duties of the Secretary when required to do so.
Treasurer	<ol style="list-style-type: none"> 1. Prepares and presents all income and expenditures at committee monthly meetings. 2. Lodges and withdraws funds from Credit Union (CU). (Requirement to be available during CU opening hours). 3. Emails school and PA Secretary a monthly report and includes a photograph of the Credit Union book for verification. 4. Devises a payment schedule for core payments. 5. Arranges any necessary payments, including annual insurance and NPC annual fees. 6. Monitors CU balance and adheres to the approved budget. 7. Prepares annual income and expenditure to be presented at AGM. 8. Maintains all paperwork associated with expenditures, such as invoices/receipts etc, and uploads to PA Google Drive in the designated folder. 9. The outgoing Treasurer ensures a complete handover of all relevant documents and information is passed to the new Treasurer.
Vice Treasurer	To undertake the duties of the Treasurer when required to do so.

Role	Responsibilities
PRO	<ol style="list-style-type: none"> 1. Along with the Chairperson, is the key person communicating with parents/guardians about different events, initiatives and volunteering roles being run by the PA. 2. Shares content and communicates via social media channels/applications, the WhatsApp volunteers' group, and the PA Facebook page. 3. Runs the Facebook page as per the guidelines set down in the constitution. 4. Devises social media posts in consultation with relevant officers and liaises with the Deputy Principal and a Representative of the BOM before any social media post goes live in line with the social media policy. 5. With the Chairperson administers the volunteers' WhatsApp group. 6. Devise with the committee a newsletter twice a year to keep parents informed of upcoming activities, events and achievements. 7. Reviews the PA webpage of the school's website to ensure it is up to date. Communicates with the school's designated person any updates/uploads and edits. 8. The outgoing PRO ensures a complete handover of all relevant documents and information is passed to the new PRO.