



The Constitution Of The Parent Association Of Belclare National School

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 Belclare National School can work together for the best possible education and educational experience 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/guardians to play their part in ensuring the best possible education for their children through the Association's programme of activities.

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 and The Education for Persons with Special Educational Needs Act 2004.

The Objectives of the Parent Association

- To promote the educational and general welfare and social interests of the pupils in the school.
- To foster good relations between parents, teachers and pupils in the school.
- To support and promote the ethos of the school.
- To encourage parents to take an active interest in the school.
- To provide opportunities for discussion, information and consultation about matters of interest to parents, teachers and pupils of the school.



- To represent the views of parents on school policies and activities.
- To assist with school and fundraising events throughout the academic year.

What the Parent Association is not about

- Decision making and management issues in the school.
- Professional issues regarding teaching and learning.
- A channel for complaints against individual teachers or parents.
- Individual children will not be discussed by the Parent Association.

The Membership of the Parent Association

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

The Committee of the Parent Association

The members of the Parent Association shall elect a committee of officers consisting of a minimum of five (5) and a maximum of nine (9) officers.

The committee shall include the following officer roles:

- Chairperson
- Deputy Chairperson (Vice-Chairperson)
- Treasurer
- Vice Treasurer
- Secretary
- Vice Secretary
- Liaison Officer for the National Parents Council
- Disability Liaison Officer/Special Educational Needs (SEN) Representative

Where deemed necessary, an additional SEN Representative may be appointed to ensure appropriate representation and support for children



with additional or special educational needs.

The committee shall reflect the diversity of the school community and shall work to ensure that the views and needs of all parents and children, including those with special educational needs, are represented and considered.

All committee members are required to undergo Garda vetting. The school principal will assist with this process.

The committee shall be responsible for representing the parents of the school and for managing the affairs and activities of the Parent Association in accordance with this constitution.

The Election of the Parent Association Committee

The committee shall be elected annually at the Annual General Meeting (AGM) of the Parent Association. New committee members will be sought in the notice of the AGM issued to the parents.

Each committee member shall be elected for a term of one year. At each AGM, all committee members shall step down but may offer themselves for re-election, provided they remain eligible to serve as parents or guardians of children attending the school.

The committee shall endeavour to ensure that at least one (1) position is available for new members each year, in order to encourage participation, inclusivity, and continuity.

No member shall hold the same officer position for more than three (3) consecutive years, unless exceptional circumstances arise and the Parent Association agrees otherwise.

In the event that an officer chooses to resign before the completion of their term, they should provide written notice by email stating their intention to step down and the effective date of their resignation. In these circumstances, a special meeting known as an Extraordinary General Meeting (EGM) may be convened to elect a successor.



Meetings

The Parent Association will hold meetings as required to carry out its functions and conduct its business. A record of each meeting will be kept, and minutes or a summary of the most relevant discussions and decisions will be circulated to all parents/guardians by email within a reasonable timeframe following the meeting, in the interest of transparency and effective communication.

The Work of the Committee of the Parent Association

The Parent Association Committee shall act on behalf of the parent body and shall be responsible for:

- Consulting with parents on matters relevant to the education, wellbeing, and school experience of their children.
- Promoting the interests and welfare of all children in the school.
- Advising and supporting the Principal and Board of Management on matters relating to the school, in accordance with the Education Act, 1998.
- Planning, organising, and supporting activities and initiatives that enhance the educational, social, and inclusive environment of the school.
- Ensuring open, respectful, and effective communication between parents, the Principal, and the Board of Management.
- Encouraging parental involvement in school life in an inclusive and welcoming manner.

Fundraising and Financial Management:

- Organising and supporting fundraising activities where appropriate to support the work of the school.
- Ensuring that all funds raised by the Parent Association are used solely for the benefit of the children attending the school.
- Ensuring that all financial decisions are made transparently, responsibly, and in the best interests of the school community.
- Managing and accounting for all funds raised or spent by the Parent Association, with records presented to parents at the AGM.



- The committee shall report annually to the parent body at the AGM on its activities, decisions, and financial accounts.

Finance

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

A Treasurer will be appointed among the committee members. Our treasurer's at the moment are Olga and Tom. They will keep accounting records for any income or expenditure in relation to the Parents Association. An update of accounts will be presented at each meeting.

All money will be added to the school accounts and coded as Parent Association funds.

Fundraising for the School

Any fundraising that takes place has to give the Board of Management prior notice. The Board of Management has to agree to the fundraising before it can proceed and they have to be informed where any funds raised will be allocated after the fundraiser.

The Annual General Meeting

The AGM will be held yearly prior to the Easter Break. It will be here that changes can be made to the Constitution. If for any reason an urgent change needs to be made an EGM can be called for that specific purpose.

Any 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/guardians before the AGM.

All parents/guardians of children in the school at the meeting are eligible



to vote on the proposals.

Insurance of the Parent Association

The Parent Association will maintain appropriate insurance cover as advised by the National Parents Council Primary.

In order to protect their members in the event of claims, Parent Associations' are advised by The National Parents Council Primary to obtain their own insurance policy. Events like meetings, sporting events, work sales, and fundraising should all be covered by the insurance.

Parent Association-run summer schools and camps are also covered by insurance.

The Parent Association committee is responsible for ensuring that all Parent Association activities adhere to health and safety laws.

Membership of the National Parents Council Primary

Belclare National School Parent Association will maintain membership of the National Parents Council Primary and pay the annual affiliation fee.

Changing the Constitution

A special meeting known as an Extraordinary General Meeting (EGM) may be convened in the event of an emergency, but changes to the constitution are typically done at the AGM.

The Parent Association committee should receive written proposals to amend the constitution. Before the AGM/EGM, the Parent Association committee should distribute these suggestions to every parent/guardian. Voting on the ideas is open to all parents/guardians whose children attend the school.