

# Temple Carrig School

## PTA Constitution 2019

### CONTENTS

- 1 [Membership/Title](#)
- 2 [The purpose of the Parent-Teacher Association and the PTA Committee](#)
- 3 [The aims and objectives of the Parent-Teacher Association](#)
- 4 [The work of the Parent-Teacher Association](#)
- 5 [The Committee](#)
- 6 [Elections of officers and proceedings at Committee meetings](#)
- 7 [Annual General Meeting and Emergency General Meeting](#)
- 8 [Communications](#)
- 9 [Finance](#)
- 10 [Confidentiality](#)
- 11 [Changes to the Constitution](#)
- 12 [Membership of national bodies](#)

## 1. MEMBERSHIP/TITLE

- All parents and guardians of current Temple Carrig School pupils are automatically members of the Parent-Teacher Association together with all teaching staff in the School. Membership is not open to any other persons. The word “parents” as used in this constitution is understood to include legal guardians.
- The Committee, elected by and representing the Parent-Teacher Association will be called the PTA Committee.

## 2. THE PURPOSE OF THE PARENT-TEACHER ASSOCIATION AND THE PTA COMMITTEE

- The purpose of the PTA and the PTA Committee is to support the work of Temple Carrig School and to represent parents and teachers' interests in the school. It provides a structure through which parents and teachers of students attending Temple Carrig School can work together for the best possible education of the students.
- The PTA Committee will work together with the Principal, staff and Board of Management to build effective partnerships between school and home.
- The PTA is not a forum for individual issues or for complaints against individuals, members of staff, the Board of Management, another parent or pupils. Various Temple Carrig School policies (all available on [www.templecarrigschool.ie](http://www.templecarrigschool.ie) ) outline appropriate mechanisms and complaints procedures.

## 3. AIMS AND OBJECTIVES OF THE PTA

- To foster co-operation between parents, teachers and school management.
- To fundraise where necessary to contribute to the provision of school facilities, equipment, expansion programs, or other related activities, all to the benefit of Temple Carrig School.
- To promote the interests of the students in co-operation with the board, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.
- To promote representation on relevant national Educational Bodies.

#### 4. THE WORK OF THE PARENT-TEACHER ASSOCIATION

- The Committee of the PTA is the team that will manage the tasks of the Association on behalf of the parent body (the members).
- The Committee will undertake a programme of activities which will promote the involvement of parents and which will support students, parents and school staff. In planning its activities, the Committee will consult with the school principal.
- The Committee will be responsible for seeing that all activities are carried out in an efficient and effective way.
- The Committee will arrange with the principal and the Board of Management a system for ongoing communication.
- The PTA may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a)

In order to do these tasks well, the Committee will:

- consult with parents so that parents can express their views on matters relating to the school;
- find out from parents about the kinds of activities that will promote parental involvement and partnership for the benefit of the students;
- find out from students about how the Committee can be of help to them;
- Consult with and advise the Principal and the Board of Management.

The Committee recognises that problems relating to individual pupils or parents and /or teachers are a matter for determination between the individual pupil and/or parents/guardians and the school's authorities.

#### 5. THE COMMITTEE

- The members of the PTA will elect a number of members who will have responsibility for managing the activities of the Association. This team will serve as the Committee of the PTA.
- The Committee will comprise not less than 8 elected parent members and not more than 16 elected members. As far as possible, there shall be a representative of each year in the school among the parent members. The number of elected parent members of the Committee for a particular academic year, will be decided upon by majority decision at the final PTA Committee meeting of the previous academic year.
- Two teachers, the Principal and Deputy Principal and the School Secretary are also members of the Committee. One or both of the parent members of the Board of Management ex officio will attend the Committee meetings.
- The Committee may co-opt other members as necessary
- The Committee may appoint a member or members to act as its representative(s) to other educational bodies as appropriate. It may also

appoint non-Committee members to these roles.

- The PTA Committee may set-up sub-committee(s), which can include non-PTA Committee member for initiatives that require a wider skillset, or specific knowledge to assist in the completion of particular projects (e.g. School Yearbook, stewarding at school events etc.), or to assist in regular requirements such as hosting events etc.
- Appointments of new members to the Committee will take place at the AGM. If there are more applicants than there are seats available on the Committee, an election will take place at the AGM. If there are less applicants than there are spaces available on the committee, the applicants will be deemed to be elected and the committee will endeavour to fill the vacant seats over the course of the year.
- Prior to the AGM, the teaching staff shall elect two teachers to represent them on the PTA Committee.
- The elections for the composition of the PTA Committee shall have regard to the need to ensure gender balance among the members.
- Each member of the Association shall be eligible for election to the Committee for a maximum of three years.
- If they serve the full three years, members will not be eligible for re-election onto the Committee until at least 1 year has passed. No member is eligible to continue on the committee if they do not have a child enrolled in the school.
- Retiring members will inform the Committee at the final meeting of the academic year.
- All members of the Committee will be required to be Garda Vetted in line with school policy

## **6. ELECTION OF OFFICERS AND PROCEEDINGS AT COMMITTEE MEETINGS**

- At its first meeting after each AGM, the PTA Committee shall elect for the year a Chairperson, Vice Chairperson, Hon Secretary and a Hon Treasurer. The Committee may also appoint at least one COMPASS Rep and a PR Officer. It is not in order for one person to hold more than one of these offices. Should an Office vacancy arise during the year, the Committee may co-opt any other member of the Committee to that post.
- The Committee ordinarily meet at least once per term but will endeavour to meet once per month
- The Committee is responsible for organising such fund-raising events, social events and general meetings of the PTA, as it deems appropriate.
- The quorum for Committee meetings will be 50% plus 1.
- Sub-committees set up for a specific purpose shall meet from time to time as required and report to the Committee. Such sub-committees shall be regarded as ceased once they have reported to the Committee unless otherwise decided by the Committee. The subcommittees may not make decisions. They are accountable to the Committee. At least one member of each sub-committee must be a serving member of the Committee.

- The secretary will circulate minutes and agenda to the Committee at least 7 days prior to each meeting
- Where the Chair or Vice Chair is not present, the Committee may appoint from their members a person to chair the meeting. Where the Secretary is not present, the Committee may appoint from their members a person to be secretary for the purposes of that meeting
- The school Principal and Deputy Principal will be invited to attend all meetings of the Committee.
- Issues at the meeting will where possible, will be decided by consensus, otherwise by simple majority through a show of hands. If there is an equality of votes, the Chairperson will have the casting vote.
- Only members of the Committee have the right to vote at meetings.
- The Committee may invite a person or persons to attend its meetings, as it deems desirable or necessary.
- Decisions of the Committee are binding to all members. Each member of the Committee accepts responsibility for the decisions of the Committee as long as he/she is a member of the Committee

## 7. AGM AND EGM

### AGM

- The association will hold an Annual General Meeting (A.G.M.) in September or October each year.
- The quorum for the AGM shall be equal to the number of attendees.
- The Association may, at the Committee's discretion, invite guest speakers to address the AGM if required.
- Notice: All members of the association must be invited in writing to the Annual General Meeting with at least two weeks' advance notice.
- Motions: Motions to be considered at the AGM must be submitted in writing to the Secretary not less than seven days prior to the AGM. Any such motions must be circulated to the members not less than two days in advance of the AGM.
- Voting: Motions shall be passed by a simple majority of those present and voting, with the exception that, amendments to this constitution require the support of two-thirds of those attending an AGM or a duly notified Extraordinary General Meeting either in person or by proxy.
- The AGM will include (but may not be limited to) the following:
  - Minutes of Previous AGM.
  - Chairperson's report.
  - Treasurer's Report.
  - Principal's Report
  - Election of Committee Members.
  - Motions (as notified to the Committee prior to the AGM and circulated to

Members).

### **EGM**

- An Extraordinary General Meeting (EGM) may be called at any time by majority vote of the PTA Committee or by 30 members of the PTA in writing to the Secretary stating the purpose for the EGM.
- The quorum and notice for the EGM shall be as for the AGM.
- The agenda for the EGM will include one item only: the motion for which the EGM was called.

## **8. COMMUNICATIONS**

- Formal communication lines for interaction with the PTA Committee will be through the PTA email account – [PTA@templecarrigschool.ie](mailto:PTA@templecarrigschool.ie). The Chairperson and Secretary of the PTA and the School Secretary manage this mailbox.
- Issues / queries / concerns from members that require input or co-ordination by the PTA Committee should be directed to this mailbox.
- All formal communications from the PTA Committee will be from this email account and, where appropriate, will be available on the PTA section of the school website [www.templecarrigschool.ie](http://www.templecarrigschool.ie)

## **9. FINANCE**

- The Committee will manage and track its financial accounts. The treasurer will be responsible for keeping the accounts of the finances and will give a statement of income and expenditure to the Committee at meetings at least once a term.
- A written statement of income and expenditure will be given at the AGM.
- Fund raising for the school by the PTA will be actioned with the prior agreement of the Board of Management. The Committee will agree with the Board the specific school projects for which funds are to be raised. All monies raised by the Parent-Teacher Association will be transferred to the Board of Management at the end of the school year, leaving a small amount to finance its activities (recommend €1,000 unless more is specifically required to fund a particular activity, by majority agreement at Committee meeting).

## **10. CONFIDENTIALITY**

- Members of the Committee will use all or part of any confidential information that is provided to the Committee exclusively for the business of the Committee. Members may not directly or indirectly use or disclose such

information in whole or in part to a third party without the prior approval/agreement of the Committee.

- Proceedings of meetings of the Committee will remain confidential to the members of the Committee.
- The Committee shall pursue a policy of openness and have a positive approach to sharing information with the school community. At the closure of each Committee meeting the members shall agree the information to be conveyed to parents, school staff and the school community, and the manner and terms in which it should be conveyed and by whom.

## **11. CHANGES TO THE CONSTITUTION**

- Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to the Committee. The Committee will then circulate these motions to all parents before the AGM, in accordance with the rules for the AGM. The proposed changes can be considered and voted on at the AGM and must be carried by a two-third majority vote of those present at the AGM.

## **12. MEMBERSHIP OF NATIONAL BODIES**

- The PTA will affiliate to the National Parent's Council Post Primary annually and to COMPASS as its representative organisation. The Committee will nominate at least one COMPASS rep who will be responsible for liaising with COMPASS and the NPCPP.

*Approved by the Board of Management following a consultation process with the Student Council, PTA Committee and Teaching Staff:*

*28<sup>th</sup> June 2019*