

St. Patrick's Loreto Primary School  
Parent Association  
Constitution

Name

The Name of the Association shall be the "St. Patrick's Loreto Primary School, Parent Association, Bray, Co. Wicklow", hereafter referred to as the "Parents' Association". The term "Parent" also includes "Guardian".

Aims

1. To assist the Principal and Management of the School by having actively supporting your child's Loreto education by being meaningfully and appropriately involved in the life of the school and upholding the school's Loreto ethos.
2. To assist the Principal and Management of the School in informing and consulting parents regarding school plans and activities. (It is not, however, the role of the Parent Association to be involved in the internal administration of the school).
3. To assist and advise the Principal and Management of the School when requested in raising whatever funds may be required to finance improvements to the School's facilities.
4. To assist the Principal and Management of the School in the organisation of events and school ceremonies for the pupils of the school and their parents.
5. To encourage parent participation in promoting the well-being and interests of the pupils of the school.

Membership

All parents and guardians of the pupils of St. Patrick's Loreto Primary School, Bray, Co. Wicklow shall be members of the Parent Association. A nominal annual affiliation fee will be requested from all members to cover administration costs of the Parent Association.

Structure

1. The business of the Parent Association shall be guided by a Committee.
2. An Annual General Meeting shall be held each year at which the Committee shall be formed.
3. Any parent who wishes to be a member of the Committee should submit their name to the Chairperson in advance of the Annual General Meeting.
4. All parents who submit their names to the Chairperson will be deemed to be members of the Committee.
5. The Committee may also engage the resources of other parents/guardians/professionals to assist the Committee as required.
6. The Chairperson, Vice-Chairperson, Secretary and Treasurer are deemed to be the Officers of the Committee.
7. Vacant Officer positions shall be filled by a majority vote of the Committee members at the first Committee meeting after the A.G.M.
8. Each officer position is for a maximum two-year term, after which time the position is vacated. The Treasurer can only be in place for a maximum of two years. In exceptional circumstances, where deemed necessary by the Committee, a non-Treasurer Officer may be asked to extend their time in the role for a maximum of one additional two-year term. A member may hold multiple officer positions during their time on the Committee, but they can only hold one officer position at any given time.
9. The Principal of the School shall be an ex officio member of the Committee. A delegate for the Principal, such as the Deputy Principal, can attend Parent Association meetings on behalf of the Principal, as required.

Administration

1. All decisions of the Committee shall be passed by a simple majority of those present.
2. The Secretary will record the minutes of the Committee meeting and will circulate these minutes prior to the next meeting.
3. Once agreed, the minutes should be signed by the Chairperson at the next Committee meeting of the Parent Association. The signed minutes will be kept in an appropriate location, on the school premise, by the Secretary.
4. Notice of the date of the next Committee meeting and the agenda will be circulated by the Secretary of the Committee.
5. Unless a Committee member requests otherwise, all documentation associated with, and all reminders of, Parent Association meetings shall be sent by appropriate mobile communication, and/or through official school channel, so that it is readily available to all members.
6. Forty-eight hours' notice must be given to members of the Committee before a meeting.
7. The Committee may, at its discretion, set up any sub-committee it deems necessary. This sub-committee must submit progress reports as required to the Committee.
8. The Committee, via the Chairperson, may at its discretion, call meetings of the general parent body. Ten days' notice must be given for any such meeting.
9. Committee meetings will be held as often as is necessary to carry out the business of the Association, providing that at least two meetings are held per term.
10. An Extraordinary General Meeting may be requisitioned by written request to the Board of Management by no less than sixty parents.

Finance

1. A financial report shall be presented by the Treasurer at each Committee meeting.
2. The Committee shall maintain a bank account in which affiliation fee monies shall be deposited.
3. All expenses, relating to the business of the committee, as claimed by Committee members must be supported by receipts. These expenses will be repaid by way of electronic transfer from the Parent Association Bank Account.
4. All cheques shall be signed by two of following Officers of the Committee – Treasurer, Chairperson, Vice Chairperson or Secretary.
5. All monies raised by the fund-raising activities of the Parent Association shall be lodged into St Patrick's Loreto Primary School Board of Management Bank Account.
6. The financial year for the Parents' Association accounts is 1<sup>st</sup> September to 31<sup>st</sup> August. The Treasurer shall prepare the financial accounts of the Parents' Association, for the financial year, and present them to the Annual General Meeting for approval.
7. A copy of the annual financial accounts shall be forwarded to the Board of Management, once approved by the Parents' Association and will be included in the school audited accounts.

Communication with Parents

1. The Committee will provide an appropriate forum to ensure that periodic communication to all members of the Association occurs and that all members are kept informed of all activities of the Committee. Advertisement of activities is subject to prior approval by the school Office.
2. The Committee will provide appropriate communication mechanisms, including email address, for the purpose of the members raising items (suggestions and/or concerns) to the Committee. Items will be discussed at subsequent Committee meetings wherein a decision will be made on whether the item will be further actioned by the Committee.
3. Parents' comments should relate to issues which fall within the duties and responsibilities of the Parent Association constitution only. All other matters should be raised directly with the school.
4. Any changes in the constitution of the Parent Association will require a motion in writing to the chairperson and a two-thirds majority of members present and voting at the A.G.M.
5. This constitution will be reviewed and where necessary revised at any time, through the Parent Association Committee, but at a minimum of every three years.
6. A hard copy of the Parent Association Constitution is available on request. A copy shall also be put on the website.

This Revised Parent Association Constitution shall come into effect on the 16<sup>th</sup> day of September 2024.

Signed, on behalf of the Parent Association, by the officers of the Committee:-

Róisín Ní Chearbhaill

CHAIRPERSON

Wynne

VICE-CHAIRPERSON

Abdullah

SECRETARY

NMA

TREASURER