

## CONSTITUTION OF LUCAN COMMUNITY NATIONAL SCHOOL PARENT – TEACHER PARTNERSHIP

### AIM:

Our aim is to promote an open and consultative environment, where parents are recognised as partners in their children's education. We strive to ensure that our children are supported in a caring child-centered atmosphere, where each child can reach their fullest potential.

### MISSION STATEMENT:

As a parent teacher partnership (PTP), that is affiliated with the national parents council (NPC), we endeavor to ensure that the mission and ethos of the school is lived out. Our parents/guardians in Lucan CNS work together in partnership with teachers and board of management. We strive for the best possible education for our children. We work parallel to the ethos and values of the school, ensuring that our children develop holistically, in a caring learning environment.

### OBJECTIVES:

The Objectives of our PTP are:

- To provide opportunities for parents and teachers to exchange ideas and information on the education of children.
- Our PTP is not a form for complaints against either teachers or other parents. These will be dealt with in the ordinary way by way of the complaints procedures for every school. Parent's first port of call is the classroom teacher.
- To raise funds and to utilise the funds as deemed appropriate by the principal and the board of management. Fundraising for the school by the PTP will be done with the prior agreement of the board of management.
- To assist in the provision of the extracurricular activities, as requested by the school.
- The parents partnership may advise the principal and the board of management on any matters relating to the school in accordance with the education act 1998, 26-(2)(a).

## **MEMBERSHIP:**

All parents/guardians of children attending Lucan CNS will be deemed to be members of the Parent-Teacher Partnership (PTP). The PTP has two parent representatives on the Board of Management. Their brief is to reflect the opinions of all parents at board meetings and to report the views of the Board, as appropriate, at the PTP meetings.

## **PTP EXECUTIVE COMMITTEE MEMBERSHIP:**

The members of the PTP will elect a committee with a maximum of 8 parents. Ideally there shall be representation from each year group. Parent representatives elected to the board of management are automatically members of the committee, but will not hold an officer position on the committee.

The responsibilities of this Committee are:

- Involve parents who do not wish to be on the committee but who may wish to help with particular activities.
- Ensure the PTP works as a team, ensuring clear communication with all members.
- Ensure that the principles of the PTP are maintained and valued.
- Responsibility for representing the parents of Lucan C.N.S
- Managing the activities of the PTP in an efficient and effective way, which enhances the teaching and learning experience of our children.
- Hold regular monthly meetings.

## **MEETINGS:**

### **AGM:**

A general meeting of members shall be held each year (AGM). At least ten days written notification of this meeting will be sent to all parents/ guardians of the children in the school. At the AGM the chairperson will be elected for one year but can be re-elected as long as they remain eligible.

At the first PTP meeting following the AGM, a committee will be elected to the following positions:

- Chairperson,
- Secretary,
- Treasurer,
- Vice Chairperson,
- Assistant Secretary, and
- Assistant Treasurer

These six will then be referred to as the Executive PTP. No executive PTP member shall hold the same officer position for more than 3 consecutive years,

unless agreed at the AGM. It is expected that the PTP Executive committee members attend 70% of the meetings for the school year. If any elected committee member should miss two consecutive meetings without due notice to the Executive Committee, that person will be deemed to have resigned. In the event of a vacancy arising during the year, the committee will have the power to co-opt additional members to the committee.

### **SUBCOMMITTEES:**

Subcommittees can be set up to handle particular tasks that arise. They may also co-opt people from the general parent body or people with expertise to assist in their work. The sub-committees report on their progress to the main executive PTP committee. They also inform the parent population of their work at PTP meetings.

### **DEFINITION OF ROLES:**

#### **Chairperson:**

- Chairs meetings and liaises with the principal
- Represents the PTP in meetings with new parents
- Co-ordinates the AGM
- Sets the Agenda and incorporates recommendations made by the Principal and/or Board of Management
- Liaises with the Secretary to ensure that all the PTP members are aware of the contents of the agenda prior to the meeting
- Ensures that the minutes are agreed and circulated to the PTP members by the Secretary
- Ensures that items outside of the remit of the PTP are not discussed at the PTP committee regular monthly meetings and are forwarded to the relevant person or group.
- Can convene urgent PTP committee meetings if necessary to discuss issues of serious significance.

#### **Secretary:**

- Prepares minutes of the proceedings of each meeting and that of the AGM
- Ensures that the agenda for each meeting is circulated to members at least one week before each PTP meeting
- Forwards the minutes to the PTP executive committee members within one week of the meeting.

### Treasurer:

- Keeps the accounts of the PTP
- Provides each PTP executive committee member with a monthly statement of account
- Details fundraising proceeds and the disbursement of funds on a monthly basis
- Provides a copy of accounts to the first meeting in September, outlining expenses incurred and not yet paid, and income received from the previous school year.

### WORK OF THE PTP:

- The committee shall meet at least ten times in any one year.
- A quorum shall consist of 33%+1 of the executive PTP for the committee meetings.
- The PTP maintains effective communication with the school principal and Board of Management.
- The PTP reports on its work at the AGM.
- The accounts will be independently audited by DDLETB and prepared annually for presentation to the Annual General Meeting. A copy shall be brought forward to the Board of Management.
- In the event of the Association's dissolution, power of attorney shall pass to the Board of Management with the provision that resources be disposed of at the discretion of the school Principal.
- It is not the role of the PA or its officers to pursue a complaint on behalf of an individual or a group of parents. However, in the case of a parent approaching the PTP with a concern, they may refer the parents to the school's complaints procedure.

### CONFIDENTIALITY:

The PTP represents the views and opinions of parents in the school. Confidentiality is very important as the effectiveness and reputation of Lucan CNS PTP would be compromised by a breach of trust.

### AMENDMENTS TO 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 purpose.

Proposals to change the constitution must be submitted in writing to the PTP executive committee. The PTP will then circulate these proposals to all parents before the AGM/EGM. All parents/guardians of children in the school at the meeting are eligible to vote on the proposals. The constitution should be reviewed on a regular basis in order to maintain relevancy with current best practice.

This constitution comes into effect on January 2017.