

# **Constitution for the Parent/Guardian-Teacher Association of Rush and Lusk Educate Together National School**

*Note: Throughout this document, PGTA will be used to denote Parent/Guardian-Teacher Association*

## **1. Rationale**

This constitution has been drawn up in order to clarify the role and function of the PGTA and its links to the wider school community.

## **2. School Ethos**

Both the vision and mission statements of our school were arrived at following a consultation process involving staff, parents/guardians, Board of Management and the children. The PGTA endeavours to work within the school ethos and promotes its values:

- We aspire to being a listening school informed by the values of respect and inclusiveness.
- We aim to create a stimulating environment, in which everyone feels comfortable, safe and welcome.
- We promote social responsibility, understanding and appreciation of difference.
- Within this social environment, we respect each child as an individual and will encourage his/her development socially, academically and emotionally.
- We will participate positively and actively in the local community and global society.

## **3. The aims of the PGTA**

The overall aim of the PGTA is to provide a structure through which the parents/guardians and teachers of the children of Rush and Lusk Educate Together National School can work together for the best possible education and development of the children.

The PGTA will work together with the Principal, staff, Board of Management and all sub-committees to build effective partnership of home and school in accordance with the provisions of the Education Act, 1998.

The PGTA will promote the school by linking into local and wider community.

The PGTA will work with respect and a positive approach to others, while positively affirming the professional role of the teaching staff in a structure that will reflect the ethos of our school.

## **4. PGTA activities**

The PGTA will undertake a programme of activities each year which will promote the involvement of parents/guardians and which will support pupils, parents/guardians and school staff. The programme of activities shall promote the ethos of the school and maintain the wellbeing and safety of all our pupils by complying with Child Protection Policies and will contribute to the creation of a comfortable and happy learning environment.

This programme of activities may include some of the following:

- Support for incoming and outgoing pupils and parents/guardians in consultation with the principal, staff and with the Board of Management approval;
- Assisting with the planning, organising and running of extra-curricular activities;
- Organising of particular events to fundraise specifically for the school;
- Arranging events which encourage networking within the larger parent/guardian body;
- Promoting involvement of parents/guardians in school activities;
- Providing advice to the principal and BoM on school related matters in accordance with the Education Act 1998;
- Consulting with various pupil-led committees in the school.

## **5. The membership of the PGTA**

All parents/guardians of children attending Rush and Lusk Educate Together National School will be deemed to be members of the PGTA.

## **6. Annual General Meeting**

The AGM of the Parent-Teacher Association will be held annually by mid-October. All parents/guardians, Board of Management and staff will be invited to attend this meeting, at which a report of the previous year's activities will be given, including a financial report.

## **7. The Committee of the PGTA**

The PGTA committee is established at the AGM and is comprised of any parent/guardian wishing to be involved. Any parent/guardian who wishes to become a member of the PGTA committee should provide their name and details to the Chairperson of the Committee at the AGM.

The PGTA committee also includes at least two staff representatives, who are elected from within the staff body.

Two parent/guardian members elected to the Board of Management are automatically members of the PGTA committee, but will not hold an officer post.

The Principal is also automatically a member of the PGTA Committee.

At its first meeting after the AGM the Committee will elect a number of officers – such as Chairperson, Secretary and Treasurer, and deputies as required. The officers will ensure that Committee meetings operate in accordance with the Standing Orders for the PGTA.

## **8. The work of the Committee**

The Committee will draw up a plan for the activities of the PGTA, in consultation with parents/guardians and in accordance with the ethos of the school.

The Committee will consult with the school principal when planning this programme of activities.

The Committee will plan in advance all activities for the year ahead and provide this information to the school community. The Committee will be responsible for seeing that activities are run in an efficient and effective way.

The parent representatives and principal will provide ongoing communication between the PGTA Committee and the Board of Management. The Staff representatives will provide ongoing communication between the PGTA Committee and staff members and parent/guardian representatives will provide ongoing communication between the PGTA Committee and the general parent/guardian body. The PGTA Committee will report to the wider school community with relevant news/information, in consultation with the school principal.

## **9. Co-options and sub-committees**

Sub-committees can be set up when required for particular tasks. The sub-committees may co-opt other people to assist in their work. The sub-committees may not make decisions without consultation with the main committee. They are accountable to the main committee.

## **10. Finance**

All fundraising by the PGTA will be done with the prior agreement of the Board. A Treasurer will be appointed from among the Committee members and will be responsible for keeping the accounts of the PGTA.

The Treasurer will give a statement of income and expenditure at each Committee meeting.

A written statement of income and expenditure will be given at the AGM.

Petty cash may be made available to the PGTA by agreement between the Treasurers of the PGTA and the Board of Management.

## **11. Membership of the National Parents Council, Primary**

The PGTA of Rush and Lusk Educate Together National School will affiliate to the National Parents Council, Primary annually and carry out its activities in accordance with the National Parents Council.

## **12. Changing 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 PGTA. Proposals/motions to change the Constitution must be made in writing 4 weeks prior to the AGM. The Committee will then circulate these motions to all parents/guardians 2 weeks before the AGM. All parents/guardians of children in the school at the meeting are eligible to vote on the proposals. Changes will be ratified by a majority of those present at the AGM, with one vote per member present.