

# **THE CONSTITUTION OF THE PARENT TEACHER ASSOCIATION OF GALWAY STEINER NATIONAL SCHOOL**

## **The Purpose of the Parent Association**

The purpose of the Parent Teacher Association is to provide a structure through which the parents/guardians of children attending Galway Steiner National School can work together for the best possible education for their children. The Parent Teacher Association will work with the Principal, staff and Board of Management to build effective partnership between home and school, in accordance with the ethos of Steiner education.

Galway Steiner National School is founded on the conviction that a true education must engage and nourish the whole child: body, mind and spirit. Steiner schools espouse and promote universal human values and meaningful teaching and learning opportunities. The priority of the Steiner ethos is to provide an unhurried and creative learning environment where children can find the joy in learning and experience the richness of childhood.

## **The Aim of the Parent Teacher Association**

The aim of the Parent Teacher Association is to enable parents to play their part in ensuring provision of the best possible education for their children and that this is achieved through the Association's programme of activities.

The Parent Teacher 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.

## **The Work of the Parent Teacher Association**

The Parent Teacher Association will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the Parent Teacher Association will consult with the school Principal.

## **The Membership of the Parent Teacher Association**

All teachers and parents or guardians of children attending Galway Steiner National School will be deemed to be members of the Parent Teacher Association.

## **The committee of the Parent Teacher Association**

The members of the Parent Teacher Association will elect a committee with a maximum of 12 and a minimum of 3. This committee will have responsibility for representing the parents of Galway Steiner National School and managing the activities of the Parent Teacher Association. Teachers may not vote in the committee election nor stand for election to the committee.

## **Subcommittees**

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main committee.

### **The Election of the Parent Teacher Association committee**

The members of the committee will be elected each year at the AGM of the Parent Teacher Association.

Each member will be elected for one year. At the AGM, with the exception of the Parents' representative, all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is as long as they continue to be a parent or guardian of a child in the school. There will be 3 to 5 officer positions appointed from among the committee members, consisting of Chairperson, one Secretary, (or preferably two Joint Secretaries) and one Treasurer (or preferably two Joint Treasurers).

The committee will ensure 2 places are available for new members each year.

As per NPC guidelines Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parent Teacher Association committee. Parents' representatives are not required to represent the parent teacher association to the board of management, or vice versa. Their primary obligation is as a member of the management team of the school and as such they are not there to represent the parent teacher association or individual parents.

(Teachers will not vote for the parents' representative to the Board of Management as they will have their own representative on the board).

No member of the committee will hold the same officer position for more than three consecutive years.

### **The Work of the committee of the Parent Teacher Association**

The Parent Teacher Association committee will be responsible for ensuring that all parents and teachers are consulted on issues which are pertinent to the entire parent and teacher body. The Parent Teacher Association committee may advise the Principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998, 26.- (2)(a).

The committee is the team that will manage the tasks of the association on behalf of the parent and teacher body (the members).

The committee will draw up a plan for the activities of the association, in consultation with parents and teachers, and in accordance with their wishes.

The committee will be responsible for seeing that activities are run in an efficient and effective way.

The committee will consult with the school Principal and Board of Management when planning the programme of activities for any particular year.

The committee will meet on a regular basis, at least 4 times a year, in order to plan and manage the association's programme of activities.

A minimum of 1/3 of members are required to take decisions (quorum). The majority required to carry a decision is 50% plus one. In the event that a clear majority is not forthcoming, the chairperson will have a deciding vote.

The committee will arrange with the Principal and Board of Management a system for ongoing communication.

In line with the democratic ethos of Steiner education, the Parent Teacher Association will endeavour to communicate clearly with parents and teachers at all times, and keep parents and teachers informed and involved in the decision-making process.

At the end of each school year, the committee will put in place a plan to ensure that the AGM and elections are organized and run efficiently at the start of the following school year.

At the annual general meeting (AGM) the committee will report to the parent and teacher body (the members) about its work.

The committee will manage and account for any funds collected or expended by the Parent Teacher Association.

### **Finance**

The Parent Teacher Association committee will finance the activities of the Parent Teacher Association through fundraising.

The Treasurer will be responsible for keeping account of the income and expenditure of the Parent Teacher Association finances. 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 and a copy will be forwarded to the Board of Management for their information.

The Parent Teacher Association may keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account.

### **Fundraising for the School**

Fundraising for the school by the Parent Teacher Association will be done with the prior agreement of the Board of Management. The Parent Teacher Association committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Teacher Association.

The Treasurer will arrange with the Treasurer of the Board of Management a system of accounting for and transferring funds raised for specific purposes.

### **Membership of National Parents Council Primary**

The Parent Teacher Association will decide on whether to opt for membership of National Parents Council Primary by annual subscription.

### **Annual General Meeting**

A general meeting will be called at the start of each year (AGM). At least 10 days written notice of the AGM should be given to all parents and teachers of children in the school; this notice should include the agenda.

A minimum of 1/3 of members are required to take decisions (quorum). The majority required to carry a decision is 50% plus one. All parents and teachers of children in the school at the meeting are eligible to vote.

### **Extraordinary General Meeting**

A special meeting called an Extraordinary General Meeting (EGM) may be called by any 2 members in writing to the Parent Teacher Association committee, or by the Parent Teacher Association committee itself, to discuss an urgent matter. The Parent Teacher Association committee will then circulate the matter to be discussed to all parents and teachers, at least 10 days before the EGM.

A minimum of 1/3 of members are required to take decisions (quorum). The majority required to carry a decision is 50% plus one. All parents and teachers of children in the school at the meeting are eligible to vote.

### **Changing 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 specific purpose.

Proposals to change the constitution must be submitted in writing to the Parent Teacher Association committee. The Parent Teacher Association committee will then circulate these proposals to all parents, at least 10 days before the AGM/EGM. All parents of children in the school and teachers at the meeting are eligible to vote on the proposals.

Any changes to this constitution must be agreed by at least two-thirds of those members present and voting.

Adopted-3<sup>rd</sup> of March 2016