

Parents' Council Constitution

Celbridge Community School Parents' Council Constitution

1. Name

The body shall be called 'Celbridge Community School Parents' Council' (the Council).

2. Membership

All parents/legal guardians of students attending the school are automatically members of the parents' council. In the constitution, the term parents refers to both parents and legal guardians. The parents' council is made up of members of the parents' council who are elected as officers or ordinary members at the AGM as per section 5.

3. Objectives

The objectives of the council are:

- 3.1 To support and promote the educational and general interests and welfare of the Celbridge Community School students.
- 3.2 To support and promote the vision of the school.
- 3.3 To encourage parents to take an active interest in the school and its activities and keep them informed on the council's plans and activities.
- 3.4 To promote good communication, and cooperation between the parents, staff, students and the school authorities.
- 3.5 To provide a forum for discussion, information and consultation on matters of shared and/or topical interest to parents/students/staff of the school.
- 3.6 To foster a good understanding and respect for varying viewpoints within the school community of parents/students/staff.
- 3.7 To recognise, celebrate and promote the work and/or achievements of parents/students/staff of the school.

4. Parents' Council Committee:

- 4.1 The affairs of the council shall be managed by an association of up to 15 of the council members.
- 4.2 Nomination and election of the council members shall take place at the annual general meeting (AGM) (held before 31st October each year). The term of office for each council is one year, and the incumbent council shall step down at the AGM each year.
- 4.3 No member is eligible to continue the council when they have no child enrolled in the school.
- 4.4 New members can be co-opted to the council during the year.
- 4.5 The Principal/Deputy Principal and one Teacher Representative shall be co-opted onto the council. The Principal/Deputy Principal will have full voting rights, and the Teacher Representative will be a non-voting member of the council.
- 4.6 The council shall aim to have gender balance and representation of parents associated with each school year and from other appropriate parent groups.
- 4.7 A meeting shall take place after the AGM with the sole purpose of setting the date (within 2 weeks of the AGM) for the first council meeting for that academic year.
- 4.8 At the AGM the council shall elect from among itself the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer if required and any other officer deemed necessary by the council.
- 4.9 Each elected council officer shall hold that position until the AGM in the next academic year. An individual may offer themselves for re-election to the same or to a different officer position. However, no individual shall hold the same office for longer than 3 consecutive academic years.
- 4.10 If an officer vacancy arises during an academic year, the council shall elect a replacement at the next meeting.
- 4.11 If an Officer is temporarily unable to perform their duties, the council shall elect, at a meeting, another member to perform those duties until such time as the incumbent officer is able to perform their duties, or until the AGM in the next academic year.

5. Meetings

- 5.1 The first meeting of the council for an academic year shall take place within two weeks of the AGM.
- 5.2 There shall be 6 scheduled meetings including the AGM each academic year. Meetings may take place in person or online.
- 5.3 The quorum for a meeting shall be 50% of the members at that time, of which at least 2 will be officers.
- 5.4 All meetings shall be chaired by the Chairperson or, in their absence, Vice- Chairperson. In the absence of both, the council shall elect one of its members to chair the meeting.
- 5.5 The council may invite to guests to general meetings or to meetings such persons as the council decides. Guests may not vote at these meetings and may be asked to leave during council business. All members of the Parents Council are welcome to attend any meetings.
- 5.6 Decisions of the council shall be passed by a majority vote of those members present. In the event of a tied vote, the Chairperson has a casting vote.
- 5.7 Minutes of all meetings shall be kept by the secretary. The minutes for the previous meeting shall be presented to the council for approval at the next meeting.
- 5.8 Copies of the approved minutes shall be archived at the school premises.

6. General Meetings

- 6.1 The Annual General Meeting shall be held at the start of each academic year and no later than the 31st of October.
- 6.2 General meetings shall be chaired by the Chairperson, or in their absence by the Vice- Chairperson. In the absence of both, the council shall elect one of its members to chair the meeting.
- 6.3 The schedule/dates of the parent council meeting once agreed are to be circulated at the first meeting following the AGM. If an additional meeting is deemed necessary, the chairperson will consult with school management.
- 6.4 Notice shall be given to all council members in advance of meetings
- 6.5 The quorum of a AGM shall be 15 Parents Council Members.
- 6.6 The business of the AGM shall include:
 - (i) Noting attendance and apologies
 - (ii) Agreeing minutes of the previous AGM
 - (iii) Chairperson's report

- (iv) Treasurer's report (if required)
- (v) Election of Committee Members

6.7 Any items for agenda can be sent to the parents' council email the week before the meeting.

7. Notices

7.1 Notices/communications from the council can be delivered either electronically, posted, or as a note given out in school. Any such notice shall be taken as duly delivered.

8. Finances

8.1 The financial year of the Council shall end on 31st of August each year.

8.2 The Treasurer shall keep accounts showing the financial affairs, receipts and disbursements of the Council.

8.3 Transfers between bank accounts of the Council and monies drawn from the Council's bank accounts shall require signed authorisation by two out of three authorised signatories as appointed by the council.

9. Fundraising

9.1 If fundraising is undertaken in a given academic year, the fundraising can be carried out by a sub-Committee set-up by the council.

9.2 The council shall consider, at a meeting, if there are any possible areas for fundraising before December 31st of a given academic year.

9.3 Fundraising may only occur with the prior consent of the Board of Management.

9.4 Any monies raised through fundraising must be lodged in the appropriate School account.

9.5 Expenditure of such monies is by the Board of Management, in consultation with the Committee.

10. Liaison with School Authorities

10.1 In general liaison with the school authorities shall be carried out via the attendance of the Principal/Deputy Principal or their representative at council meetings.

11. Representations and Functions

- 11.1. The Council shall not be involved in the day-to-day running of the school or in the contractual arrangement between the school authorities and the staff.
- 11.2. The Council recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.
- 11.3. The Council shall not deal with complaints against individual members of the school staff.
- 11.4. The Council recognises that the examination and resolution of problems relating to individual students or parents shall be for determination between the individual and/or their parents and the School Authorities.

12. Amendments to the Constitution

- 12.1. The Constitution to Celbridge Community School Parents' Council should be reviewed every 4 years.

13. Winding up the Council

- 13.1 Winding up of the Council shall only be valid if agreed on by a two-third majority at a General Meeting convened for this purpose.
- 13.2 In the event of winding up the Council, any assets on hand shall be presented to the Board of Management for School purposes.

14. Affiliations

- 14.1. The council may affiliate with appropriate national parents' bodies if deemed necessary.