

ADAMSTOWN COMMUNITY COLLEGE (ACC) PARENTS' COUNCIL CONSTITUTION

1. Membership

All parents of students attending Adamstown Community College (ACC) are automatically members of the Parents' Association. In this document, the term Parent is used as defined in The Education Act 1998, Appendix 1.

The members of Adamstown Community College (ACC) Parents' Committee (referred to in this document hereafter as "the Committee") are elected from the Parents' Association at the AGM (Annual General Meeting).

2. Objectives of the Committee

2.1 To foster good relations between parents, teachers, students and school management.

2.2 To promote the moral, social and cultural well-being of the students in the College.

2.3. To act in an advisory and consultative capacity representing the views of the parents in relation to the College and its policies.

2.4 To organise and promote talks and seminars for students and parents.

2.6 The Committee does not get involved in:

- Decisions about the day-to-day running of the school
- Curriculum
- Appointment of teachers
- Individual complaints

2.7 The Committee shall elect its own officers, consisting of Chairperson, [Vice-Chairperson], Secretary, [Assistant Secretary], Treasurer and [Assistant

Treasurer] Public Relations Officer/Digital Marketing Office. This should take place at the AGM.

3. Structures

3.1 The affairs of the association shall be conducted by the Committee consisting of a minimum of 10 members and must include at least two Executive Officers. All parents of students in the School are eligible to seek election to the Committee.

3.2 The following (or their appointed representatives) shall be ex-officio members of the Committee: Principal, Deputy Principals, Teacher's Representative, Parents' Representative on Board of Management.

3.3 The Executive Officers shall have the power to appoint sub-committees to assist from time to time. Sub-committees may consist of members or non-members of the association/Committee and shall report to the Executive Officers.

3.4 The term of office for Executive Officers of the Committee shall be at least one but no more than three years.

3.5. In order to apply to serve on the Committee, a parent must attend the AGM, or tender an apology in advance confirming intention to apply for a membership of the Committee. See point 7 AGM.

3.6 Membership of the Committee is restricted to a maximum of 20 members.

3.7 A member must resign from the Committee on ceasing to be a parent in ACC.

3.8 A member who misses three consecutive meetings of the Committee will be deemed to have stepped down. Members will not receive any warnings or notifications. (exceptions can be made at the discretion of the Executive Officers).

4. Role of the Committee

4.1 To represent the Parents' Council of ACC

4.2 To hold the elections of the parents' (representatives) nominees to the Board of Management of SCC

4.3 Roles of Officers and Committee members:

4.3.1 Role of Chairperson

- Executive Officer
- Familiar with procedures, Education Act, etc.
- Knowledge of constitution
- Official public representative of Parents' Association
- The contact person with Chairperson Board of Management, and Secretary, Board of Management ie. Principal
- Presides over meetings
- Consults with Secretary on agenda
- Supports Secretary
- Works closely with Vice-Chairperson
- Aware of when to refer to others
- Be respected by members for her/his role
- Aims for consensus
- Ensures compliance with official regulations, legislation, etc
- Elected annually
- Chairperson should:
 - Chair impartially
 - Set time for meetings (standing orders)
 - Stop repetition
 - Exercise patience and encourage participation by all
 - Keep meeting focused
 - Not allow strong personal beliefs to influence course of meeting
 - Ensure consultation and respect the contribution of all members
 - Establish a communications pathway with all the school's partners (clear reporting structures)
- Ensure that all decisions are taken following adequate consultation

4.3.2 Role of Secretary

- Executive Officer
- Convenes all meetings in consultation with the chairperson
- Is responsible for recording and transcribing minutes and making copies for the committee
- Only minute decisions taken and record who acts upon these decisions
- Deals with all communications arising from the Committee.
- Sends out a reminder notice (email) to all committee members of next meeting
- Delivers a copy of the transcribed minutes to the Chairperson prior to the meeting
- Chairperson and Secretary need to act and support each other and act on behalf of the committee between meetings
- All records should be kept for a minimum of seven years

4.3.3 Role of Treasurer

- Executive Officer
- Transparency and accountability
- Treasurer's report – agenda item for each meeting
- Keep accounts: Income and Expenditure
- Reconcile with bank account
- Bank: minimum two signatories (no pre-signed cheques). All payments to require email requisition from approval by Chairperson and Principal via email.
- No payment without invoice
- Issue receipts for all monies received
- Prepare annual statements of income and expenditure and financial affairs for AGM and Board of Management.

4.3.4 Role of Public Relations Officer (PRO)

- Responsible for print communications (newsletter) until such time as the E-Mail newsletter is rolled out
- Captures E-Mail subscribers to newsletter
- Distributes newsletter twice a year (before Christmas and before summer holidays)
- Helps the Committee to gain enhanced reputation or to become better known
- Manages the Committee's webpage (or link to ACC's webpage) with regular information updates
- Engagement with local news
- Promotion of events through other forms of communication (posters, sms sent by the school) and further on into local clubs to raise support for fundraising and awareness.

4.3.5 Role of Committee Members

- Receive and read minutes/documentation
- Keep informed of developments in education and the school
- Understand implications of decisions taken
- Value transparency and accountability
- Value and respect opinions
- Be a good listener and exercise patience
- No decisions without full information/knowledge
- Keep in mind what is best for the students and school

4.3.6 The appointed Parents' Council Staff Liaison Officer

- Must attend the Parents' Council AGM. They are not required to attend any other committee meeting.
- Promptly relay any communication from the Parents' Council to the relevant and relating school bodies.
- Relay any communications from school bodies to the Parents' Council secretary.
- If a response to the Parent's Council from the relevant and relating school bodies is not given within an acceptable time frame (one working week), then the appointed Post-holder should follow up and inform the Parent's council of such.
- Communicate and inform of any relevant school events and/or extra-curricular activities that take place (which may concern the Parent's council).
- They must remain objective in their communications, and act only as a liaising body on behalf of both the school and the committee.
- No expectation may be placed upon them to get involved in any fundraising activities/events organised by the Parents' council.

5. Committee Meetings

5.1 The Committee meets 4-5 times during the school year, usually not in June, at an agreed location in an enclosed room or via an online meeting (e.g. Zoom) with pre-registration. Costs, if any, resulting from the use of a particular location shall be borne by the Association.

5.2. At the first meeting after the AGM, a Chairperson, Secretary, Treasurer and Public Relations Officer shall be elected. Vice officers can be elected if necessary.

5.3 The elected Officers shall be known collectively as the Executive Committee.

5.4 The Chairperson shall preside at all meetings of the Committee and General Meetings of parents, or in her/his absence, the Secretary. At any meeting she/he shall, in the event of equality of voting, have a second, or casting vote.

5.5 The Secretary shall give seven days' notice of all meetings of the Committee, and shall prepare and circulate the agenda for the meeting and the draft minutes of the previous meeting.

5.6 The agenda for meetings shall be prepared by the Secretary in consultation with the Chairperson and shall include:

- (a) Adopting/signing of minutes
- (b) Matters arising
- (c) Correspondence
- (d) Treasurer's Report
- (e) Any other relevant matters (to be provided in advance of meeting)

5.7 The minutes of meetings of the Committee shall be recorded by the Secretary and shall be signed at the next meeting by the Chairperson or other Presiding Member and by the Secretary and shall contain the following:

- (a) Date and place of meeting
- (b) The names of Members present
- (c) The name of the Presiding Member
- (d) A short statement on all matters discussed, resolutions proposed, and decisions made

5.8 The Chairperson, or in her/his absence, the Secretary, may call a Special Meeting of the Committee and shall do so upon the written request of any four members.

5.9 The Committee shall be regarded as dissolved if no meeting is held over a period of twelve months.

5.10 Committee resolutions shall be passed by simple majority of those members present and entitled to vote. The Chairperson will have the casting vote.

5.11 The quorum for all meetings where items are to be voted on shall be 50% of the Committee and must include at least two Executive Officers.

5.12 Should a member of the Committee be declared, by three quarters majority of the Committee, to be guilty of conduct which is prejudicial to the interests of the Association

and/or the School, or to be incapable of discharging her/his duty as a member of the Committee, she/he may be discharged from the Committee.

5.13 The parents' representative on the College Board of Management shall relay, as appropriate, resolutions of the Board of Management to the Committee. According to the agreed report from the Board of Management.

5.14 The Treasurer shall have custody of all funds and maintain full and complete records of all income and expenditure on behalf of the committee. She/he shall present a brief report of income and expenditure to each meeting. She/he shall prepare Annual Statements of income and expenditure and of the financial affairs of the Committee for presentation at the AGM. These statements shall be presented to the Board of Management at the end of the school year. The treasurer shall make the online bank statements available to committee members as an when required but will request them returned after the meeting.

5.15 Communication between the Parents' Council and bodies within the school should be conducted between **only** the elected Parents' Council Secretary and the appointed Post-holder.

5.16 In the case of exceptional circumstances, the Chairperson may take on the communications on behalf of the secretary. Equally, the relevant school management body may take on the communications on behalf of the school.

5.17 The reason for these exceptional circumstances must be relayed between both the school and the committee before emailing.

5.18 In line with professional conduct, any communications should only be made during the agreed upon professional hours which, in this case, reflects the school's hours of operation.

6. Sub-Committees

The Committee may form sub-committees. Such sub-committees may, at the discretion of the Committee, include persons other than a Parent. Decisions of the Sub-Committee shall be submitted to the Committee for approval.

7. AGM (Annual General Meeting) of Parents' Association

An AGM of the Association shall be held before the end of October each school year. Fourteen days' notice of the AGM must be given to all parents of students enrolled in the school.

The notification of the AGM shall be accompanied by the agenda for the meeting and an invitation to parents to put their name forward to become members of the Committee.

Committee members will be elected by the association at the AGM.

In the year that an election of parent nominees (one female and one male) to the Board of Management is to be held at the AGM, the notice of the AGM shall include an invitation to parents to put their name forward in writing for consideration as the Association's nominee to the Board.

Following the AGM, a report shall be issued by the Secretary to all parents.

In circumstances where an urgent or important issue needs to be discussed or voted on by the parents that cannot wait to be dealt with at the AGM, an Extraordinary General Meeting (EGM) can be called on the majority decision of the Committee or at the written request of 20 parents or more.

General meetings will be chaired by the Chairperson of the Committee or in their absence, the Secretary.

8. Annual Reports

The following reports shall be presented at the AGM by the Executive Officers:

Chairperson – update on the Association's activities of the previous year.

Secretary- minutes from previous AGM

Treasurer – income and expenditure of the Association for the year

Report from sub-committees/working group-

The Secretary and the Treasurer will make available written Annual Reports to the members of the parents' association attending the AGM.

The Financial Accounts of the Association, consisting of a statement of income and expenditure and a statement of financial affairs, must be presented to the Board of Management at the end of each School Year.

9. Finance

Dublin and Dun Laoghaire Education and Training Board (DDLETB) require the following in respect of all monies raised by Parents Association:

9.1. The Parents' Association may have one Current Account only.

9.2. Each cheque or other disbursement must have two signatories. No disbursement may be made in the absence of an order and original invoice. Disbursement can be made via the email requisition form with email approval of the principals and chairperson.

9.3. A petty cash of approximately €50 or an amount as deemed suitable by the committee should be set up.

9.4. The account must be fully reconciled on a quarterly basis.

9.5. The order and all associated invoices must be stapled together and filed, in addition to a copy of the cheque.

9.6. A financial report setting out the opening cash balance, income and expenditure for the period, must be given to the Board of Management on an annual basis and collected after the meeting.

9.7. Head Office (= DDLETB) may review the reconciliation and any underlying and related documentation at their discretion.

9.8. In the event of the Association disbanding or ceasing to function, all Funds shall automatically revert to a Fund managed by the Principal, Deputy Principal, and Chairperson of the Board of Management.

10. Parameters of Association and Committee

10.1 The Committee, in discharging its functions, shall recognise that the investigation and resolution of issues relating to individual students, parents or staff shall be for determination by way of agreed protocol, ie. between the parties concerned and the School Management. The Association shall not have any involvement in such matters.

10.2 The Association/Committee shall not concern itself with the day-to-day running or management of the School.

11. Affiliation

Adamstown Community College Parents' Association shall affiliate to the National Parents' Association for Education and Training Board schools each year.

12.Changes to Constitution

12.1 Adamstown Community College Parents' Association Constitution may be changed at an AGM or EGM.

12.2 Changes to the Constitution shall require a two third majority of those present and entitled to vote at the meeting.

12.3 The Constitution shall be reviewed five years following its adoption and subsequently at intervals not more than five years to ensure that the committee is functioning effectively.

Appendix 1

The term 'Parent' includes a Foster Parent, a Guardian appointed under the Guardianship of Children Acts, 1964 - 1997, or other Person acting in *loco parentis*, who has a child in his or her care subject to any statutory power or order of a court, and in the case of a child who has been adopted under the Adoption Acts, 1952-1998, or, where the child has been adopted outside of the State, means the adopter, or adopters or the surviving adopter.

Approved by BOM


Signed  Date 28 Feb 2024

Agreed by

Chair of Parents' Council

Signed  Date 4th March, 2024.

Principal

Signed  Date 28 Feb 2024