

Parents Council Constitution

Presentation Secondary School, Kilkenny



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Date of Adoption by Parents Council: *Tuesday 28th Nov 2023*

Date of Adoption by BOM: *Monday 24th April 2023*

Date for Next Review: *April 2025*

CONSTITUTION

1. This body shall be known as Presentation Secondary School Parents Council, Kilkenny

2. The Objectives of the Council shall be

- (a) to promote the interests of the students in the school in co-operation with the Board, the principal, and the teachers
- (b) to promote and foster co-operation between home and school

For these purposes the Council may

- (i) advise the principal or the board of management on any matter relating to the school
- (ii) adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school
- (iii) engage in activities, in consultation with the Principal, including fundraising, which shall support the school, the students, the parents and/or the teachers.

The Council shall not interfere in the professional running of the school

3. All parents and guardians of pupils attending the school shall be notified about the Annual General Meeting where the election of officers to the council will take place. Any parent or guardian who wishes to be a candidate for election must attend the AGM and be proposed and seconded by a fellow parent/guardian.

4. The Council shall serve until the next A.G.M. of the following school year. Election of Officers of the Council shall take place at the appropriate annual general meeting of the parents and guardians of the school. Out-going officers and members of the council will be eligible for re-election. Membership of the Council shall be limited to 50 persons, excluding the co-opted members named in article (9) below.

Only parents and guardians of students attending the school shall be entitled to attend the annual general meeting (except for outgoing officers who may have been parent/guardian of a 6th year student in the previous academic year) which shall be organised by the Parents Council and conducted by the officers of the Parents Council. This meeting shall take place in October each year or as soon as practicable thereafter. A minimum of 10 calendar days' notice shall be given to all parents/guardians of the AGM.

The Council shall have the right to remove any member for conduct unbecoming a member of the Council or for failure to attend meetings in accordance with agreed procedural guidelines. Where such a proposal arises, the Council shall devise fair procedures for the consideration of same and shall ensure that the member is given an opportunity to have their view heard before a decision is taken. A minimum of 10 calendar days' notice shall be given in respect of any such a proposal which shall require a two-thirds majority of members present and voting, which shall be by secret ballot.

5. The Council shall elect its own officers from amongst its members. Officers shall consist of Chairperson, Vice-Chairperson, Secretary & Treasurer and other officer(s) as may be deemed appropriate by the council at any time. The Officers shall have power to act as an executive committee on behalf of the Council between meetings of the Council. It is expected that officers attend a minimum of three council meetings per school calendar year. The Chairperson shall have a casting vote on the Council and on the executive committee. It is advisable to rotate the Chairperson at least every two years.

Any decisions made or actions taken shall be reported to the next meeting of the full Council.
The Chairperson shall conduct the meetings of the Council – in his/her absence the vice chairperson shall do so. In the event that both are absent the meeting shall elect a chairperson for that meeting. The quorum for a meeting of the Council shall be 5 (including those co-opted under article (9)).

The Council may, by decision of the full Council, affiliate to (or disaffiliate from) regional and/or national parents' organisations and may, as appropriate, elect delegates to represent the council on same.
The Council may form sub-committees for specific purposes and the Council may coopt non-members to such sub-committees at its discretion. Such sub-committees shall be advisory, shall report to the Council in all matters and shall not institute action on any matter without the approval of the full Council.
The executive committee may manage expenditure between meetings to the maximum spend of €300. Details of expenditure greater than this amount should be discussed at full Parents Council meetings.
When supporting the school financially with funding, due consideration should be given to the purpose of the funds. The Parents Council are encouraged to consider factors such as the number of benefactors of the support and the wide ranging nature of the activities within the school.

6. All activities and fundraising organised by the Parents Council must be authorised/approved by the Board of Management in advance.

7. The Secretary shall keep the minutes of meetings, which shall be considered at the next meeting. The Secretary, in consultation with the Chairperson and the Principal/Deputy Principal, shall draw up the agenda for each meeting. The Treasurer shall be responsible for the finances of the Council, shall be accountable for them to the Council and shall make regular reports to the Council and the school's Board of Management.

8. The Council shall meet as often as necessary in view of local and national situations, but at least once in each school term.

9. The Council shall co-opt the Principal/Deputy Principal, and at least one member of the teaching staff (who shall be nominated by the staff). They shall be non-voting members of the Council.

10. When a member of the Council no longer has a student attending the school their membership of the council shall cease automatically unless they are an elected officer. Elected officers may attend the subsequent Sept meeting and their final AGM in Oct. The Council may co-opt parents or guardians of current students to fill vacancies.

11. Any amendments to this Constitution shall be considered at an annual general meeting of parents or an extraordinary general meeting of parents. Any such amendments shall be circulated at least 10 school days in advance of such a meeting and shall require a two-thirds majority of those present and voting.

This constitution was adopted by the Parents Council:

Signed: _____

Date: _____

This constitution was approved by the Board of Management

Signed: _____

Date: _____

Ms. Maria Kelly, Chairperson Board of Management