



**Sacred Heart Secondary School
Drogheda
THE CONSTITUTION OF THE PARENTS ASSOCIATION
AND COUNCIL**

September 2020

Sacred Heart Secondary School Parents Council

The parents and guardians of all students attending Sacred Heart Secondary School shall be considered members of Sacred Heart School Parents Association. The committee elected by and representing the Association shall be called the Sacred Heart Secondary School Parents Council ("Parents' Council").

Mission Statement

The purpose of the parents' council shall be to provide a structure through which the parents / guardians of children attending the Sacred Heart Secondary School can work together for the best possible education for their children. The parents' council shall work with the students, principal, teachers, and board of management to build an effective partnership between home and school.

Aim of the Parents' Council

The aim of the Parents' Association shall be to enable parents to play their part in ensuring the best possible education for their children, through the Parents' Council programme of activities.

The Parents' Council shall 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.

Objectives of the Parents' Council

The objectives of the Parents' Council shall be: -

1. The advancement of the moral, mental, social and cultural well-being of the students of the Sacred Heart Secondary School and the community generally.
2. The fostering of good relations between parents, teachers, students and the school authorities.
3. The election of parents' nominees to the Board of Management.
4. To represent the views of parents/guardians
5. To inform the parents/guardians of the activities of the council and the school
6. To help with school and fundraising events throughout the academic year e.g. School Musical.
7. To promote and foster co-operation and support between Parents/Guardians, Teachers and the school Board of Management.
8. To assist in extracurricular activities as required.
9. To provide education for parents/guardians as required.
10. To provide opportunities for Parents/Guardians and Teachers to meet and exchange ideas on the education of the students.
11. To act in an advisory and consultative capacity in relation to the school and work with the school in any Department of Education Inspections.
12. To promote the education and general welfare interest of the students.



None of the above objectives shall in anyway interfere with the professional competence of the management and teaching staff of the school.

General Meetings of the Parents' Association

An annual general meeting (AGM) of the members of the Parents' Association shall be held each year, shortly after the commencement of the new school year. If during the course of any year, special circumstances arise that the Parents' Council decide that there is a need for a general meeting of the members of the Parents' Association, then such a meeting may be convened.

All general meetings of the Parents' Association shall be convened by the Parents' Council, giving a minimum of seven days' notice and by the inclusion of a specific agenda in the notice. Generally, motions considered at a general meeting shall be approved by simple majority vote on a show of hands. If, however, in the view of the Parents' Council Chairperson, there is a particularly sensitive motion to be considered and voted on, then voting on the motion shall be by way of secret ballot.

Executive Committee

- At the AGM, the members of the Parents' Association shall elect a Parents Council from those present at the meeting to serve for a period of one year. All parents or guardians that have a child in the school are eligible to serve as members of the Parents Association. Members are eligible for re-election each year. Persons elected at the AGM will include Chairperson, Vice Chairperson, Secretary, Vice Secretary and Treasurer.
- Members of the Parents' Council and will have responsibility for managing the activities of the Parents' Association.
- The School Principal and Deputy Principal shall be co-opted to the council.
- The committee shall have power to co-opt members to fill any vacancies which occur on the committee.
- The Parents' Council shall meet approx. 6-8 times from September to June (inclusive) and on such other occasions as it is deemed necessary by the Executive Committee. The quorum for such meetings shall be 50% of the members of the Executive Committee.
- Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meetings.
- The Parents' Council may set up sub committees to assist in the carrying out of specific projects or activities. The sub committees may also co-opt Parents/Guardians to assist with their work. The sub committees may not make decisions (other than in relation to the effective carrying out of their project/activity) and are fully accountable to the Parents' Council.
- The Executive Committee may invite to General meetings or to committee meetings such persons as the Committee decides.
- Any member wishing to resign shall inform the secretary of the Parents' Council in writing.

Finance

1. The Parents' Council shall engage in fund raising specifically to finance the activities of the Parents' Council and school activities.
2. The treasurer shall be responsible for overseeing the finances of the Parents' Council and reporting on them at each meeting of the council where appropriate.



The treasurer shall also be responsible for presenting a summary of the finances to the annual general meeting of the Parents Association.

3. All disbursements and expenses shall be requisitioned with the accounts secretary and paid by cheque.
4. The Parents' Council shall advise the Board of Management of all fund-raising proposed to be carried out by it. The Parents' Council shall agree with the Board of Management and/or Principal as to the specific school projects for which funds are to be disbursed.
5. Dissolution of the Parents' Council shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Association/Council any assets on hand shall be presented to the Board of Management for school purposes.

Official Statements and Representations:

No member of the Association/Council other than the President or member nominated either by the President or by the Executive Committee shall make any official or public statement or representation on behalf of the Association/Council.

Membership of National Parents Council Post Primary

The Parents' Council shall affiliate to the *National Parents Council Post Primary* each year and shall elect the appropriate number of delegates to represent them at the county branch of that organisation.

Constitution

This constitution is proposed for adoption at the annual general meeting of the Parents' Association on 23rd September 2020.

This Constitution may be amended from time to time at a General Meeting of the Association/Council. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.