

HANSFIELD ETSS – PARENT ASSOCIATION CONSTITUTION

This Constitution has been developed by the Executive Committee of the Hansfield ETSS Parent Association and agreed with the Hansfield ETSS Parent Association. 2014/15 is the first year of the Parent Association and Executive Committee. The Constitution will be reviewed at the first meeting of the new Executive Committee, following the Parent Association Annual General Meeting (AGM) to be held in October 2015. It will be reviewed annually.

1. Name of the Association: Hansfield ETSS Parent Association.

1.1. A 'Parent' in the Hansfield ETSS Parent Association also refers to a person in a parental role, that is, a legal guardian and/or carer of a student at Hansfield ETSS.

2. The objectives of The Hansfield ETSS Parent Association are to:

2.1. Promote and advocate for students' education and wellbeing for the whole school

2.2. Foster good relationships between parents, teachers, students and the school authorities.

2.3. Keep parents/guardians/carers of students informed of information relevant to them.

2.4. Uphold the Educate Together ethos and core principles:

In Educate Together schools, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Educate Together schools are:

- *Multi-denominational*
- *Learner-centred*
- *Co-educational*
- *Democratically-run*

3. Membership:

3.1. All parents, guardians and/or carers of students attending Hansfield Educate Together Secondary School are automatically members of the Association.

4. The Executive Committee are members of the Parents Association and are elected by the Association

5. Elections to the Executive Committee

5.1. The term of office of the Executive Committee is one year

5.2. Elections take place at the Parent Association's AGM, which is held in October each year

5.3. Only parents/guardians/carers of students attending the Hansfield Educate Together Secondary School can be elected to the Executive Committee.

HANSFIELD ETSS – PARENT ASSOCIATION CONSTITUTION

6. Officers

6.1. The Executive Committee will have the following members:

6.1.1. Chairperson

6.1.2. Treasurer

6.1.3. Secretary

6.1.4. Public Relations Officer (PRO)

6.1.5. Other parents/guardians/carers from the Parent Association

6.1.6. Ex-officio members:

6.1.6.1. A Teacher Representative

6.1.6.2. Parents/guardians/carers Board of Management Representative(s)

6.2. If an Officer resigns, his/her replacement will be elected by the Executive Committee from the Executive Committee at the next meeting. If a replacement is not elected, then nominations will be sought from the wider membership of the Parent Association.

6.3. The Role of each Officer is as follows:

6.3.1. Chairperson:

6.3.1.1. Be familiar with procedures, Education Act and any other Acts relevant to the work of the Committee

6.3.1.2. Ensure the Committee is compliant with relevant legislation, regulations, etc.

6.3.1.3. Know and understand this Constitution

6.3.1.4. Represent the Parent Association as required

6.3.1.5. Chair meetings impartially and fairly

6.3.1.6. Agree Agenda (with the Secretary)

6.3.1.7. Keep meetings focussed, impartial and timely

6.3.1.8. Ensure all members get the opportunity to share their views and that members are respectful towards each other

6.3.1.9. Ensure effective and appropriate communications between the Executive Committee and the school community

HANSFIELD ETSS – PARENT ASSOCIATION CONSTITUTION

6.3.1.10. Seek advice and expert support when needed

6.3.1.11. Aim to achieve consensus in decision-making

6.3.1.12. Aim to ensure that the Executive Committee communicates and consults with the Parent Association members

6.3.2. Public Relations Officer:

6.3.2.1. Promote and publicise events of the Parent Association

6.3.3. Secretary

6.3.3.1. Convene meetings in consultation with the chairperson and notify members

6.3.3.2. Liaise with School Management and parents/guardians/carers group as needed

6.3.3.3. Record and distribute the Minutes of each meeting

6.3.3.4. Record actions and who is responsible for each action

6.3.3.5. Support the Chairperson as appropriate

6.3.4. Treasurer:

6.3.4.1. Ensure transparency and accountability

6.3.4.2. Create Treasurer's report for each meeting

6.3.4.3. Keep account of all income and expenditure

6.3.4.4. Reconcile income and expenditure against bank account(s)

6.3.4.5. Ensure there are no pre-signed cheques and that all cheques have two signatures

6.3.4.6. Ensure all payments are on receipt of a valid invoice

6.3.4.7. Issue receipts for all monies received

6.3.4.8. Ensure annual accounts are appropriately audited for the Board of Management

7. Meetings:

7.1. The first meeting of a new Parent Executive Committee takes place on an agreed date following the Association's AGM in October.

7.2. Meetings will take place each month (see attached schedule of dates for 2014/2015)

7.3. Meetings cannot take place on the same date as Board of Management meetings

HANSFIELD ETSS – PARENT ASSOCIATION CONSTITUTION

7.4. Any member of the Parent Association can attend Committee meetings

8. Financing:

8.1. Finances raised through fundraising will be:

8.1.1. For the purposes of supporting the school community based on their requests

8.1.2. For the Parent Association to manage and carry out their own activities to further the wellbeing of students

9. The Executive Committee of the Parents Association is not responsible for dealing with individual parents' concerns or complaints, it is responsible for promoting and advocating on behalf of all students and parents on issues that affect the whole school (as per 2.1 above)

9.1.1. Where a parent or student has an issue of concern that affects an individual student, this should be handled through school's normal procedures

Schedule of Executive Committee Meeting Dates:

- Meetings take place monthly on Thursdays, from 6.30 – 7.30pm.
- The next meetings are scheduled for: 16 April, 21 May, 3 Sept.
- The Annual General Meeting (AGM) takes place on 15 October 2015. Time to be confirmed.