



Constitution of Navan Educate Together National School Parent Teacher Association

Mission and Aims

Mission

The mission of Navan Educate Together National School's (Navan ETNS') Parent Teacher Association (PTA) is to provide a structure through which parents in the school can work together in partnership with the Principal, the teachers and the Board of Management to ensure the best possible education and school experience for our children. We will work to promote and uphold the Educate Together ethos of our school: equality based, co-educational, democratically run and child-centred. The PTA will, at all times, operate in a manner that respects the dignity of all members of the school community, working to create a positive and active, all-embracing and all-enhancing school community.

Aims

The PTA's aims include:

- Adding value to the educational experience of all children in the school
- Enabling parents to become pro-actively involved in their child's school life
- Supporting the work of school management, staff and students
- Facilitating information-sharing between parents and school staff and management
- Contributing to the development and review of school policies
- Facilitating networking among parents, and between parents and the wider school community
- Promoting a positive image of the school within the local community

Structure and Role

Navan ETNS Parent Teacher Association is a voluntary group, which operates on a not-for-profit basis. It has been set up in accordance with the Education Act 1998, section 26 (1-4).

All parents and guardians of students in Navan ETNS are automatically members of the PTA, as are all members of the teaching staff. An elected Committee of parent and teacher representatives is responsible for making decisions in relation to PTA activities and resources, on behalf of the parent community and teaching staff. All of the PTA Committee's decisions are subject to the approval of the Principal and/or Board of Management.

Role

The PTA achieves its aims by:

- Establishing and agreeing with the Principal, a programme of school community events and activities throughout the school year. The PTA also fundraises for these events and activities.
- Supporting Navan ETNS in the delivery of the curriculum (as appropriate, and as agreed with the school staff and management) and in the delivery of the school's programme of events, ensuring integrated planning in relation to both school and PTA events/activities
- Fundraising/making financial contributions towards the purchase of school equipment, development of facilities, and initiatives
- Providing a parental perspective in the development and review of school policies, and in relation to any other matters that affect the school community
- Facilitating communication and information-sharing between the school and the parent community via class representatives and the PTA page on the school website, and the PTA email (netparentteacher@gmail.com), and the PTA WhatsApp groups.
- Communicating and consulting with, and involving as many parents as possible in the activities of the PTA
- Valuing diversity and inter-culturalism and making sure parents who might find it hard to get involved are encouraged and supported to do so

It is **NOT** the role of the PTA to get involved in:

- Individual complaints
- The day-to-day running of the school
- Curricular issues
- The appointment of teachers, or Human Resource-related matters
- Activities that have not been approved by the Principal and/or Board of Management
- Portraying the school, its staff, students and/or Board of Management in a negative manner

PTA Committee and Support Structures**PTA Committee**

The Committee of Navan Educate Together National School PTA consists of one parent per class within the school, plus a maximum of two elected teacher representatives. In addition, the two parent nominees on the Board of Management are automatically members of the PTA Committee. Each parent representative will be assigned a specific class in the school for which they are the designated point of contact for parents. Ideally, each parent representative will themselves have a son or daughter within that class, although this is not a strict requirement.

Within the Committee are four elected officials - the Chairperson, the Vice Chairperson, the Secretary and the Treasurer.

The **Chairperson** (who will always be a parent representative) chairs all meetings, unless an unforeseen circumstance arises. Along with the Secretary, he/she lays out the agenda prior to each meeting. The Chair also liaises with the school Principal and the Board of Management when necessary. The Chair is responsible for ensuring effective ongoing communication with the membership (parents and teachers) via the PTA section on the school website; the Aladdin Noticeboard; emails and texts to parents, and the PTA Committee class representatives. The Chair will endeavor to attend at least 50% of all events that the PTA undertake for fundraising for the school, this is to include the tuck shops. The Chair responds to queries and communications from the membership via a designated email address: netparentteacher@gmail.com.

The **Vice-Chairperson** works in co-operation with, and supports the Chairperson, and stands in when they are not available. The Vice-Chair will chair meetings in the absence of the Chair.

The **Secretary** keeps track of all correspondence to and from the PTA. In co-operation with the Chairperson, he/she ensures that the agenda is set out and distributed to each Committee member before each meeting. The Secretary minutes Committee meetings/AGMs, and distributes these to Committee members in advance of the next Committee meeting/AGM.

The **Treasurer** records all monies raised and spent by the PTA during the school year and keeps receipts. The Treasurer gives a statement at each Committee meeting and a written statement at the AGM.

Election to the PTA Committee

Any member of the PTA may volunteer to be nominated as a Committee member. Elections for all available parent Committee member places are held annually, at the AGM. Every year, all elected Committee members stand down from the Committee, but may put themselves forward for re-election. Although there is no limit to the number of terms that a parent can serve as an ordinary Committee member, nor as an elected official, the Committee shall endeavor to recruit two new Committee members per year, without exceeding the stated number of elected Committee members.

Parents or guardians may put themselves forward for nomination to the Committee by contacting the Committee at netparentteacher@gmail.com at least one week in advance of the AGM. Each candidate is required to be nominated and seconded at the meeting before they are deemed to have joined the Committee. In the event of more people putting themselves forward for election to the Committee than there are available spaces, a vote will be held at the AGM to determine the make-up of the Committee. Voting takes the format of a secret ballot. Votes are normally counted by the existing/outgoing Secretary and Treasurer but if unavailable, the Chairperson of the Committee can nominate the members of the outgoing/existing Committee to count the votes.

Electing the Executive Members

Elections for the four named official roles are held at the first PTA Committee meeting after the AGM. The method of election of the four named official roles shall be determined in consultation with the Principal and the outgoing PTA Committee. Elected officials who have served in their current role may put themselves forward for re-election to that role. There are two options for election procedures and the chosen option must be followed in its entirety.

Option 1 – Secret Ballot at Meeting

1. The PTA shall arrange for the meeting of parents of children who are enrolled and have commenced attendance at the school, this will be the first PTA meeting after the AGM. At least ten days' notice of such a meeting shall be given in writing to each person entitled to vote at such a meeting. This notification shall:
 - a. indicate that at the meeting nominations will be sought from parents for persons to stand for election as a named official role,
 - b. clarify that there will be a ballot at the meeting to elect the nominees,
2. At the meeting nominations should be invited for all four named official roles. Parents may self-nominate and each nominee must be seconded by a person in attendance at the meeting.
3. If there is only one nominee for any role, the nominee(s) shall be deemed to be elected.
4. If more than one nomination is received for any role, a secret ballot shall be held at the meeting. Two tellers shall be appointed.
5. Each person voting shall have one, non-transferable vote for each role.
6. The votes shall be counted in public.
7. In the event of a tied vote between nominees the election of the nominee(s) shall be determined by the drawing of lots. However, where agreed by the majority of voters present and voting therein, the election of the nominee(s) shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.
8. The result of the ballot shall be notified to the parents.

Option 2 – 'Postal' Ballot

1. The PTA shall arrange to write to all parents of children who are enrolled and have commenced attendance at the school (i.e. each household) to establish their willingness to stand for nomination and election as a named official role on the PTA.
2. The PTA shall, for those parents who indicate their willingness to stand for nomination and election, seek their consent for the circulation of their name and the classes attended by their children to each household. The Data Protection Acts require that the PTA must receive the prior permission of each parent for the circulation of such personal

information to other parents of children who are enrolled and have commenced attendance in the school.

3. The PTA shall then compile a list of all parents who have given their consent for nomination and election to a named official role' which may contain the classes attended by their children where consent is given. The list shall then be circulated to each household, inviting parents of children who are enrolled and have commenced attendance in the school to nominate candidates from this list for election to the PTA.
4. Each parent may make one nomination for each of the named official roles.
5. If there is only one nominee for any role, the nominee(s) shall be deemed to be elected.
6. If more than one nomination is received for any role, a secret 'postal' ballot shall be held and parents of children who are enrolled and have commenced attendance at the school may vote for those nominees who have confirmed their willingness (verified by the PTA) to become named officials of the PTA.
7. Those accepting nomination should be encouraged to furnish a short personal profile for inclusion on the ballot paper. The requirements of the Data Protection Acts require that the PTA must seek permission for the circulation of such personal information from those accepting nomination.
8. Separate ballot papers should be used for the election of each role. Each parent voting shall have one, non-transferable vote for each panel. The PTA should make arrangements to distribute and collect the ballot papers from those eligible to vote and to nominate a person of standing as Returning Officer. The notification of the ballot should also indicate the date, time and place for the counting of the ballot.
9. The votes shall be counted in public.
10. In the event of a tied vote between nominees, the election of the nominee(s) shall be determined by the drawing of lots.
11. The result of the ballot shall be notified to the parents.

Term of Office

Once elected, each Committee member serves a term of one year (unless their child ceases to be a student of the school during this period, in which case the parent will cease to be a member of the PTA). If an ordinary Committee member steps down before their term of office is complete, a replacement will be co-opted from within the PTA membership.

If an elected official steps down before their term of office is complete, an ordinary Committee member will be co-opted to the vacant official role, subject to the agreement of the majority of Committee members at a PTA Committee meeting.

No salary or fees shall be paid to any elected official or ordinary member, for their work with the PTA. All PTA Committee members are expected to abide by the PTA Committee Member Code of Practice appended to this document. If a Committee member misses three consecutive PTA Committee meetings without prior agreement, then they are deemed non-Committee members.

Working Groups

The PTA Committee may, at its discretion, co-opt people onto the Committee to assist in its work. Working groups may be set up with a view to delivering particular short-term tasks. Working groups may co-opt people to assist in their work. Working groups have a certain degree of autonomy, although all working groups are required to have a PTA Committee representative within their membership, and all are required to report to the PTA Committee at each PTA Committee meeting, and to the membership at each AGM. They are, at all times, accountable to the main Committee. Working groups will be led by a member of the PTA Committee, for the purposes of facilitation and representation.

Volunteer list

The PTA Committee will maintain an up-to-date contact list/email group of volunteer members who are interested in helping with the organisation of PTA events and activities during the course of the year.

Meetings of the Parent Teacher Association

Meetings of the PTA Committee shall take place monthly in Navan ETNS, unless otherwise advised. Each month, a morning and evening meeting will take place in order to accommodate as many parents as possible. Ordinary meetings of the PTA Committee are open to Committee members only, with the exception of the school Principal, who may attend any Committee meeting.

AGMs, which will take place in November each year, are open to all parents and guardians of students in the school, as well as all members of the teaching staff. Notice of the AGM or any notice of a change in the time/place of the meeting will be posted on the PTA section on the school website, on the Aladdin noticeboard, and will also be sent by email to the parents. A calendar for the year, e.g. meeting dates, tuck shop dates, known events, etc. will be set at the AGM and sent out to parents.

The Chairperson, Vice Chairperson, Secretary and Treasurer shall endeavor to attend meetings of the PTA Committee.

A quorum will consist of 50% plus 1 PTA Committee members. Without a quorum present at a meeting, decisions taken at that meeting are deemed invalid. In PTA Committee votes, motions will be carried if 50% plus one person of the Committee members present vote in their favour. In the case of a tied vote, the Chairperson shall have the casting vote.

Communication with Membership

In line with the democratic ethos of Educate Together, the PTA Committee will endeavor to communicate clearly with parents/guardians and teachers at all times, and try its best to keep the membership informed and involved in the decision-making process. To this end, a summary of the minutes from each PTA Committee meeting will be produced and circulated via email to all PTA members. These documents may also be posted on the PTA section of the school website and sent to parents via email.

The PTA Committee will maintain a group email to keep active Committee members informed of the work of the Committee.

Any PTA member who needs to contact the PTA Committee may do so at any time by emailing netparentteacher@gmail.com

The PTA will have a WhatsApp group for each class, for the elected committee members along with the class representatives and for any working groups. The Chair of the PTA must be made admin on each group. The rules of the WhatsApp groups are to be clearly outlined to each member who is running the group and all the members within the group. The rules are as follows:

- The WhatsApp groups are to be used as a means of communication between the PTA and their respective class or working groups.
- Any parents added to the group must be done so via an invite link in order to adhere to GDPR rules and guidelines. The invite links are to be reset each month by the groups admins.
- The information provided on each group is to be relevant to events being run by the PTA.
- The groups are not a place for any complaints or issues the parents may have, either with the school, fellow parents or faculty members.
- If there is any inappropriate information spread on the WhatsApp groups, there will be one warning given. If the behavior continues, then the person will be removed from the WhatsApp group and if they hold an elected position then they will be removed from the committee.
- The class representative or the working group organisers are responsible for the behavior of their groups and are expected to monitor the content on them. The Chairperson is to be made admin on all groups and holds the authority to remove anyone from the group if the rules are not being followed.
- If there is any inappropriate content of an adult nature put into any group, this will result in immediate removal from the WhatsApp group and the PTA committee.

Finance

The Treasurer will be responsible for keeping account of monies raised and spent and will give a statement at each Committee meeting, and a written statement at the AGM. Receipts will be kept by the Treasurer for any monies spent and at events, monies raised will be

counted by two committee members. The annual accounts will be forwarded to the Board of Management.

The PTA will maintain a bank account, which is in the name of the school. Each cheque drawn on the account must be signed either by two authorised PTA Committee members or one authorised PTA Committee members together with one independent person: either the School Principal or a member of the Board of Management.

The income and property of the PTA shall be used only to promote the mission and aims of the Association, as set forth in this Constitution. No portion of the body's income or property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit, to any member of the Association.

If the PTA ceases to exist at any stage, any monies in the PTA bank account shall go to Navan ETNS for the benefit of the school community.

Changes to the PTA Constitution

The PTA Constitution will be reviewed by the Committee every three years, with the next review due to take place in November 2025. Changes to the Constitution may be made at the AGM. Written notice of the proposals to change the Constitution must be received at least two weeks prior to the AGM. These proposed changes will be circulated to all current members of the PTA at least one week prior to the AGM. All committee members of the PTA will be eligible to vote on these proposals.

In the case of an urgent change to the Constitution being proposed, an EGM (extraordinary general meeting) may be held, and the proposals will be circulated to all members of the PTA at least one week prior to the EGM.

APPENDIX A: Parent Teacher Association Committee Member Code of Practice

The Committee manages the business of the PTA in accordance with the rules (constitution) of the PTA from one AGM to the next.

The Work of the Committee

The Committee team has shared responsibility for:

- Planning for the future and working towards the realisation of the PTA mission and aims.
- Establishing and agreeing with the Principal a programme of school community events and activities throughout the school year. The PTA Committee also fundraises for these events and activities.
- Supporting Navan ETNS in the delivery of its programme of events during the school year, and ensuring integrated planning in relation to both school and PTA events.
- Fundraising/making financial contributions towards the purchase of school equipment, development of facilities, and initiatives.
- Providing a parental perspective in the development and review of school policies, and in relation to any other matters that affect the school community.
- Facilitating communication and information-sharing between the school and the parent community via class representatives, membership events, the PTA section on the Navan ETNS website, and the PTA email (netparentteacher@gmail.com), and the PTA WhatsApp group.
- Communicating and consulting with, and involving as many parents as possible in the activities of the PTA.
- Valuing diversity and inter-culturalism and making sure parents who might find it hard to get involved are encouraged and supported to do so.

It is **NOT** the role of the PTA to get involved in:

- Individual complaints
- The day-to-day running of the school
- Curricular issues
- The appointment of teachers
- Activities that have not been approved by the Principal and/or Board of Management
- Portraying the school, its staff, students and/or Board of Management in a negative manner

Commitment of a PTA Committee Member

Upon being elected onto the Committee, members commit to:

- Attending the majority of the monthly meetings across the school year: if a Committee member misses three consecutive PTA Committee meetings without prior agreement, then they are deemed non-Committee members.
- Helping to plan and carry out an agreed programme of activities/events
- Engaging and communicating with Committee members and officers
- Being open to taking on an official role within the Committee

Ethical Behaviour

Upon being elected onto the Committee, members commit to:

- Being respectful and courteous in all communications with other Committee members, and all members of the PTA
- Representing the PTA Committee positively to all members of the school community
- Being respectful of confidentiality of Committee communications and workings
- Being punctual regards attendance at Committee meetings
- Coming prepared to meetings
- Be open to considering your position if unable to fulfil your commitment to the PTA