

Greystones Community National School



PARENT TEACHER PARTNERSHIP CONSTITUTION

Name and Purpose

The name of the association shall be Greystones Community National School Parent Teacher Partnership, hereinafter called “Greystones CNS PTP”.

The purpose of the Parent Teacher Partnership shall be to provide a forum for parents/guardiansⁱ of children attending Greystones Community National School in promoting the interests and best possible education of the students in the school in co-operation with the Principal, staff, students and the Board of Management having regard to the provisions of the Education Act 1998, in particular section 26.

Objectives

The objectives of Greystones CNS PTP shall be to advise the Principal and Board of Management on any matter relating to the school and, the Principal or Board shall have regard to any such advice and adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.

In this regard but not limited thereto, Greystones CNS PTP may;

- 1) Advise and assist the Principal and staff in formulating and adhering to the core values and ethos of Greystones CNS.
- 2) Advise and assist the Principal and staff in formulating and adhering to the policies of Greystones CNS. Parents will be consulted on all relevant policies when they are being developed and reviewed and as such this is the forum to add input. The PTP is not a forum to air grievances or issues relating to individual pupils, parents, staff or school policies. Any such grievances/concerns should, in the first instance, be brought to the attention of the Principal directly and then, if not resolved, pursued through the school's complaint procedures which are available on the policy section of the Greystones CNS website.
- 3) Fairly represent the views of its members and act as a communication conduit between parents/guardians, the Principal, staff and Board of Management in developing and supporting a new model of 21st century primary education which is child centred, inclusive and where each child is welcomed, respected, cherished and facilitated in reaching her/his full potential whatever their background, nationality or faith.
- 4) Organise and support an efficient and effective programme of activities, in consultation with the Principal, in the operation of the school. The PTP committee will manage and account for any funds collected by the PTP.
- 5) Liaise with the Principal, staff, Board of Management in promoting a high standard of education where each child is encouraged to reach her/his personal potential.

- 6) Greystones PTP recognises that its primary role is to support the Board of Management, Principal and staff to ensure that our children achieve the best possible educational outcomes. The PTP will not begin initiatives without first getting the permission of the Board of Management, whose decision is final.
- 7) Greystones CNS PTP is a member of the National Parents Council Primary (NPCP) and during such membership will follow best practice as laid down by the NPCP.

Membership

All parents/guardians of children currently attending Greystones CNS will be deemed to be members of Greystones CNS PTP. Greystones CNS PTP communicate with parents/guardians via e-mail, WhatsApp messages and Greystones CNS Facebook Newsletter. To facilitate parent/guardian PTP communications, members of Greystones CNS PTP can opt in to such communications by providing their e-mail address, mobile number, or by using their Facebook account. Members data is secured by MailChimp, WhatsApp end to end encryption and Facebook. GCNS PTP communications are for members only and members agree to opt out of communications once their child/children no longer attend GCNS by notifying GCNS PTP/group administrator.

Committee

The affairs of Greystones CNS PTP shall be administered by a Committee. The Committee may be comprised of a maximum of **16** elected members/officers and a minimum of **8** and constituted as follows:

Officers:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Communications Officer
- Minimum of **3** Ordinary Committee Members

The composition of the Committee, in terms of maximum and minimum members, where necessary, may be altered at AGM. Nominees for election to the Committee shall be invited from Greystones CNS PTP members when giving electronic notice of the Annual General Meeting (AGM), which shall be given no later than two weeks before the AGM. Nominees for election must give the Members/Committee one week notice of their intention to stand for election. A list of nominees will be circulated electronically to members before the Annual General Meeting. If there is more than one nominee for any officer position or more than 7 for the ordinary committee member positions, then an election shall be held for those positions at

the AGM. Election shall be by simple majority of members voting and proxy votes in the form appended to this Constitution shall be permitted. Election results will be declared at the AGM and notified electronically to all members within 14 days of the AGM. Parent representatives elected to the Board of Management are automatically ordinary members of the committee, but will not hold officer positions on the PTP committee. The Committee will represent the parents of Greystones CNS and manage the activities of the PTP.

The Committee and elected officers/members will serve 12 consecutive months from 1st November to the 31st October and may stand for re-election. Officers shall not serve in the same Officer position for more than 3 successive years. Where no nominees for election to officer position are received, existing officers holding more than three consecutive years and provided they remain eligible may stand for re-election to the same Officer position.

If for any reason an elected Committee Officer/Member is unable to serve a full calendar year, the Committee may fill the vacancy by co-opting another member to the Committee as appropriate.

Votes of the Committee shall be carried by simple majority, with the Committee striving for consensus where possible. In the event of a tied vote, the Chairperson shall have the casting vote.

A quorum of the Committee shall comprise the Chairperson and three other Committee Members.

Responsibilities of the Committee

Responsibilities of the Committee shall include but are not limited to;

- Giving notice of and organising the Annual General Meeting
- Giving notice of and organising Extraordinary General Meetings as may be required
- Administering the funds of Greystones CNS PTP prudently, in accordance with the purpose and objectives of this Constitution and reporting on the financial status at each committee meeting. In this regard, the Committee may open and operate a bank account and signatories shall consist of at least two serving committee members, one of whom must be the Treasurer. A written statement of income and expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for their information. In line with financial best practice, annual accounts shall be subject to certified public accounting audits by GCNS.
- Filling of vacancies on the Committee as may arise during the term by co-opting members.
- Greystones CNS PTP communicate with parents/guardians via e-mail, WhatsApp messages and Greystones CNS Facebook Newsletter. To facilitate parent/guardian PTP communications, members of Greystones CNS PTP can opt in to such communications by providing their e-mail address, mobile number, or by using their Facebook account. Members' data is secured by MailChimp, WhatsApp end to end encryption and Facebook data and privacy policy. GCNS PTP communications are for members only and members agree to opt out of communications

once their child/children no longer attends GCNS by notifying GCNS PTP/group administrator.

-Greystones CNS PTP needs to keep certain information on all members of the various PTP Committees (General, Arts, Greens, Sports, Fundraising), Subscribers to the PTP website and volunteers in order to communicate with the parent body on events and matters of interest throughout the school year. Greystones CNS PTP is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.

-Establish and vary/amend its rules, as the need arises, by way of special resolution, having regard to the best interests of the PTP and being within the purpose, objectives and intent of this Constitution. If for reasons of urgency, changes can be made to the Constitution by way of EGM, proposed changes to be notified to the PTP Committee in writing and circulated to parents prior to AGM/EGM.

-Form sub-committees as required, with at least one Committee member sitting on each sub-committee. Sub-committees can be set up to handle particular tasks that arise. They may also co-opt people from the general parent body or people with expertise to assist in their work. Sub-committees may not make decisions and are accountable to and must report to the main committee

-Represent the best interests of members of Greystones CNS PTP

-Greystones CNS PTP Committee members cannot be held financially liable for any direct or consequential financial loss incurred as a result of reasonable risk taking or occurrences beyond their control except in cases of gross mis-management. [Query re. insurance cover sent to NPCP 24/11/20]

Meetings

Greystones CNS PTP Committee shall meet in person twice each term between September and June of each year, additional meetings may be called by the Chairperson, where necessary. In accordance with health and safety guidelines, meetings can also be conducted remotely. Minutes of each Committee meeting shall be recorded and approved at the next Committee meeting.

The date of the Annual General meeting shall be set by the Committee or as may be otherwise decided by the Committee where more than 15 months has elapsed between the date of one AGM and that of the next one.

Notice of the AGM appended hereto, shall be called by two weeks' notice by e-mail exclusive of the day on which it is served.

Members may present topics or issues for inclusion on the agenda of the AGM for discussion and consideration by the Committee.

AGM documents must issue no later than 7 days before the date of the AGM and shall include;

- Notice of the date of the AGM (two weeks before AGM)
- Agenda- to include presentation of annual report by Chairperson, approval of accounts, nominations for election of Committee members, notice of topics for discussion or resolution
- Minutes of last AGM
- Accounts (abridged or full)
- Details of nominations for Committee members

Voting Rights at Annual General Meetings and Extraordinary General Meetings

Members of Greystones PTP shall have one vote per family. Members who cannot attend may enable another member by giving her/him authority to vote on their behalf by completing the Proxy Forms supplied by the Committee in the format appended hereto. The form must be completed and returned to the Committee no later than 72 hours in advance of the meeting. No member may exercise more than 5 proxy votes.

Financial Year and Financing Sources

The Financial Year shall run from the 31st October to the close of 1st November each year to facilitate the presentation of current annual reports accounts at the AGM. Financing sources shall include but are not limited to fundraising, sponsorship and donations.

Winding Up

Greystones CNS PTP shall be dissolved, if at an extraordinary general meeting not less than two thirds of members so vote.

Upon dissolution, a Liquidator shall be nominated at a general meeting and shall be responsible for liquidating surplus assets of the association. The Liquidator shall be furnished with all relevant documentation pertaining to the association and shall pay off potential claims of creditors of Greystones CNS PTP from its assets, any surplus assets shall be utilised for the benefit of Greystones CNS.

Appendices

Annual General Meeting Notification

To Greystones CNS PTP members

Notice is hereby given by the Greystones CNS PTP Committee that the Annual General Meeting shall take place on the __day of _____ at am/pm in the_____.

[State general nature of the business to be transacted at the meeting e.g to propose an ordinary resolution¹ to approve the Constitution, to propose a resolution to appoint the PTP Committee]

Dated this __day of ___ being 2 weeks exclusive of the date of service.

Signed Greystones CNS PTP Chairperson

Members are entitled to attend and vote and may appoint a proxy (who need not be a member) using the form appended hereto and subject to the time limits for receipt of same, that is no later than 72 hours in advance of the meeting. No member may exercise more than 5 proxy votes.

¹ Ordinary resolution-formal decision passed by simple majority

Special resolution passed by 75% majority

Nomination of Proxy

To Greystones CNS PTP Committee

I/We of _____ in the city/county of ____ being a current member of the above named PTP hereby appoint _____ of ____ or failing her/him _____ of _____ as my/our proxy to vote for me/us on my/our behalf at the annual/extraordinary (as the case may be) general meeting of Greystones CNS PTP to be held on the __ day of ____ 20__ and at any adjournment thereof.

Signed _____

Dated: __ day of _____ 20__

This form is to be used in favour of/against the resolution unless otherwise instructed the proxy will vote as she/he thinks fit.

ⁱ Parent includes a foster parent, a guardian appointed under the Guardianship of Children Acts 1964 to 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 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.