

**Bunreacht Coiste Cairde Gael scoil Chnoc na Ré**  
**The Cairde Gael scoil Chnoc na Ré Committee Constitution**  
**Revised 2015**

**1 Cairde Gael scoil Chnoc na Ré**

Research has shown that children do better, behave better and are happier at school where parents and teachers work closely together and when parents are able to give their children support at home. Teachers can do a better job where they are supported by and working closely with parents. Parents can do a better job when they have the support of other parents. The Gael scoil draws children from a wide geographical area and the association fosters a community spirit based around the Gael scoil. All parents together can play their part in planning for the best possible education of their children, through the association's programme of activities. Cairde Gael scoil Chnoc na Ré will promote the interests of the students in co-operation with the board, principal, teacher and students, in accordance with the provisions of the Education Act, 1998. Cairde Gael scoil Chnoc na Ré is the structure through which the parents/guardians of the children in the Gael scoil can work together for the best possible education of their children and works with the principal, staff and the Board of Management to build effective partnership between home and school.

We seek this by:

- i. Establishing Cairde Gael scoil Chnoc na Ré as a Parents' Association
- ii. Electing a Cairde Gael scoil Chnoc na Ré Elected Committee (referred to in this document as the Cairde Committee) at the Cairde Annual General Meeting
- iii. Working in partnership with the school principal, the staff, Board of Management and the whole school community for the betterment of the children in the school
- iv. Providing extracurricular activities for parents and children of Gael scoil Chnoc na Ré
- v. Supporting Gael scoil Chnoc na Ré through a variety of agreed fundraising initiatives
- vi. Empowering and supporting parents to be active partners in their role as partners in the education of their children.
- vii. Maintaining a high level of communication with parents, the school principal, teachers and the Board of Management.
- viii. Developing and enhancing the educational and social development aspect of school for all children and parents by providing a range of recreational and educational activities
- ix. Welcoming new parents and providing a forum for parents to express their views on school policy and matters relating to the school, advising the principal and the Board of Management on any matters relating to the school in accordance with the Education Act 1998, 26 (2) (a).
- x. Organising relevant talks and lectures relevant to the needs of both children and parents of Gael scoil Chnoc na Ré
- xi. Effecting an Insurance Policy annually to cover the association in the event of a claim.

**2 Membership of Cairde Gael scoil Chnoc na Ré**

- i. All parents/guardians of children attending Gael scoil Chnoc na Ré shall be deemed members of Cairde Gael scoil Chnoc na Ré

**3 Composition of the Cairde Gael scoil Chnoc na Ré Committee**

- i. Members of Cairde Gael scoil Chnoc na Ré shall elect the Committee of Cairde Gael scoil Chnoc na Ré annually at the Cairde Gael scoil Chnoc na Ré Annual General Meeting.

- ii. Each person seeking election shall be required to be proposed and seconded by any parent.
- iii. The Cairde Gaelscoil Chnoc na Ré Committee (Cairde Committee) shall consist of no less than eleven and not more than nineteen members.
- iv. The members of the association will elect a Chairperson, Secretary and Treasurer at the Annual General Meeting.
- v. The committee of the parent's association should comprise of at least two parents from each class within the school to ensure a fair and balanced representation of the parents within the school.
- vi. A meeting of the Cairde Committee may be convened with eight members present.
- vii. In the event of a vacancy on the Cairde Committee or in the event of a vacancy where less than eleven members have been elected at the AGM the Cairde Committee may co-opt parents to fill such vacancies.
- viii. Parents nominees, elected on behalf of the parents on to School Board of Management, are ex officio non voting members of the Cairde Committee and are not subject to the provisions of 4 (iii)
- ix. The Cairde Gaelscoil Chnoc na Ré Committee shall affiliate itself to the National Parents Council - Primary each year following adoption of a motion to that effect at a Cairde meeting. Membership of the NPC (P) brings many benefits including access to information, training programmes, support systems, A channel for views on education to influence policy at national level and reduced insurance costs for parent association activities

#### **5 Cairde Sub Committees**

- i. Cairde Gaelscoil Chnoc na Ré may, as deemed appropriate, appoint Sub Committees to assist in achieving their objectives and in organising their activities. Each Sub Committee shall be chaired by a member of the Cairde Committee and may include in its membership parents and non parents of Gaelscoil Chnoc na Ré.

#### **6 AGM Cairde Gaelscoil Chnoc na Ré**

- i. The Annual General Meeting of Cairde Gaelscoil Chnoc na Ré shall take place each calendar year before the 31st of December.
- ii. Prior notice including notice of agenda shall be given to all parents of Gaelscoil Chnoc na Ré at least two weeks in advance of the meeting. The Committee shall give a report to the AGM on the activities of Cairde Gaelscoil Chnoc na Ré from the preceding year in addition to a financial report relating to all income and expenditure for the preceding year.
- iii. Motions may be proposed at the AGM by a parent of Gaelscoil Chnoc na Ré and must be notified in writing to the Secretary of Cairde Gaelscoil Chnoc na Ré one month before the A.G.M. The Cairde Committee are obliged to circulate the motion to Gaelscoil Chnoc na Ré parents two weeks in advance of the Annual General Meeting All such proposed motions must be formally proposed and seconded at the Annual General Meeting, and must be approved by a simple majority of those present and voting to become effective.
- iv. Constitutional amendments may be proposed at the AGM by a parent of Gaelscoil Chnoc na Ré and must be notified in writing to the Secretary of Cairde Gaelscoil Chnoc na Ré one month before the A.G.M. and must be circulated to Gaelscoil Chnoc na Ré parents by the Cairde Committee two weeks in advance of the Annual General Meeting All such proposed amendments must be formally proposed and seconded at the Annual General Meeting, and must be approved by a two-thirds majority of those present and voting to become effective. All amendments shall come into effect following the culmination of the AGM.

#### **7 Emergency General Meeting**

- i. An Emergency General Meeting (EGM) of Cairde Gaelscoil Chnoc na Ré may be called by the Cairde Gaelscoil Chnoc na Ré Committee or by at least 10 parents instructing the Cairde Committee to call such a meeting.
- ii. The purpose of the EGM shall be stated in any notification circulated to parents and shall be the subject and the only matter for discussion at the EGM. The provisions of 6 (i), (ii)

and (iii) shall also apply to an EGM and shall come into effect no later than one week after a decision has been reached by the Committee that an EGM shall take place or one week following receipt of a request for an EGM from 10 parents or more of Gaelscoil Chnoc na Ré.

## **8 Working Procedures of Cairde Gaelscoil Chnoc na Ré**

- i. The Cairde Committee will draw up a plan for the activities of the association for the year ahead, in consultation with the parents and the school principal.
- ii. Funding initiatives by Cairde Gaelscoil Chnoc na Ré shall be directed by the Cairde Committee and shall be carried out in agreement with the Gaelscoil Chnoc na Ré Board of Management with whom the specific school projects for which the fundraising initiatives are organised shall be agreed in advance.
- iii. Cairde maintains a bank account in its name. Full accounts are maintained by the treasurer and presented at the Annual General Meeting. The treasurer and one other officer of the committee must sign cheques drawn on the account. Funds raised by Cairde are transferred to the Board of Management account. The expenditure of these funds is by the Board of Management, in consultation with Cairde.
- iv. The Cairde Gaelscoil Chnoc na Ré Committee will liaise with the Principal prior to issuing any printed material bilingually.
- v. Cairde Gaelscoil Chnoc na Ré shall strive to maintain good communication with the principal, Board of Management and staff of Gaelscoil Chnoc na Ré at all times. To achieve this aim, the school principal shall be invited to attend relevant Cairde Committee meetings throughout the year. The Chairman or Secretary may meet with the Principal before and after each meeting that is not attended by the Principal. Cairde Gaelscoil Chnoc na Ré shall also liaise on a regular basis with the two elected parents members on the Gaelscoil Chnoc na Ré Board of Management.
- vi. Cairde Gaelscoil Chnoc na Ré Committee members are representative of a large group and shall be required to act in a confidential and responsible manner at all times and to be cognisant of their representative role on behalf of all parents of Gaelscoil Chnoc na Ré.

## **9 References**

- i. National Parents Council Primary (2010). Working Effectively as a Parent Association. [www.npc.ie](http://www.npc.ie)
- ii. National Parents Council (Primary) and Irish Primary Principal' Network (2010). Supporting Each Other: a guide to best practice for the effective partnership between Principals and Parent Associations. [www.ippn.ie](http://www.ippn.ie)
- iii. The Education Act of 1998 gives a legislative basis for the existence, recognition and purpose of a Parent Association