



Parents Council Constitution

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1.0 Preamble

We the Parents and Guardians of pupils of Gaelcholáiste Luimnigh acknowledge that; Gaelcholáiste Luimnigh is an educational institution recognised as a holistic centre of excellence in the development and learning of each individual pupil where each person is special. As a consequence the Core Values, as defined in the Mission Statement for Gaelcholáiste Luimnigh, are promoted in the daily life of the College.

2.0 Mission Statement

Gaelcholáiste Luimnigh is an all-Irish Post-Primary college. All subjects (except other languages) are taught through the medium of Irish. Gaelcholáiste Luimnigh is inclusive in its intake and is comprehensive in its curriculum. It is a holistic centre of excellence in the development and learning of each individual pupil where each person is special. Staff and students work together to realise their full potential in a safe and friendly environment where the atmosphere is one of learning and development, mutual respect and co-operation. Irish language and culture are central in every aspect of the college's life.

3.0 Title – Membership

We constitute ourselves as a Parents' Association under the following:

3.1 The body shall be known as the Gaelcholaiste Luimnigh Parents' Association – Comhairle Tuismitheoirí Ghaelcholáiste Luimnigh

3.2 All Parents and Guardians of pupils enrolled in the College are deemed to be members of the Association.

3.3 The Association will elect a Council each year.

3.4 The Association recognises that problems related to individual pupils or parents and/or teachers are a matter for determination between the individual pupil and/or parents/guardians and the College authorities.

3.5 The Association will remain independent but may affiliate to other bodies and Associations where such affiliation will be deemed to be of benefit to the College.

4.0 Objectives

4.1 To support and initiate, where appropriate activities which advance the aims and objectives of the College, as outlined in the Mission Statement, ensuring that such activities will not interfere with the process of management of the College.

4.2 To provide opportunities for discussion, information and consultation about matters of common and or topical interest to parents, teachers and pupils of the College.

4.3 To promote and support the role of parents and guardians as the prime educators of their children.

4.4 To be aware of and embody the Ethos of the College so that all can advance in a spirit of co-operation and mutual support to the benefit of parents, guardians, pupils, teachers and the Community.

4.5 To devise and design support activities and structures for the entire community of Gaelcholáiste Luimnigh.

5.0 Parents' Council Committee

The affairs of the Association shall be conducted by a Committee called the Parents' Council consisting of fourteen voting members one of whom shall be co-opted by the College Management (teacher), and twelve of whom shall be elected after nominations have been accepted at the Annual General Meeting/first meeting.

Insofar as it is possible, the elected members should be selected on a representative basis as follows:

- 5.1.1 Two members who have been elected, previously by parents of the Parents Council will represent the Council on the Board of Management. They shall be automatically co-opted to each Parents Council for the duration of the term of the Board of Management (Three Years). When a new Board of Management is established by the VEC, two new Members (one female and one male) will be selected by the Parents Council. These representatives will, in keeping with good practice, act as Chairperson and Deputy Chairperson so that they can liaise between the Board of Management and the Parents Council.
- 5.1.2 One Member of the Teaching Staff appointed by the Staff of the College.
- 5.1.3 Two members to represent parents of pupils from each of the College's Year Groups enrolled.
- 5.1.4 There should be a parent representative (male or female) for a male pupil and a female pupil from each year group.
- 5.1.5 The Chairperson of the Fund-Raising Committee* will also be co-opted onto the Parents Council.

*A separate group of parents interested in Fund-Raising will be established to work on behalf of the College and the Parents Council. This group will have its own Chairperson. The Chairperson of the Fund-Raising Committee will be deemed to be a co-opted Member (with voting entitlements) of the Parents Council. This group can increase/decrease each year as workload/activity fundraising activities dictate.

In the event of any positions not being filled the **Council, with the cooperation of the College Management**, will have the authority to fill the vacancy by co-option. The period of office shall run from the date of election or co-option until the next Annual General Meeting. However, a maximum of three consecutive years (which does not exclude being elected at a future date) will operate for all parents on the Parents Council.

5.2 The Council shall consist of the membership outlined above and in addition the Principal or the Deputy Principal will be deemed to be ex-officio members but with no voting rights at Council Meetings.

In summary, the table below outlines the membership of the Council;

No.	Representative	Total
1.	First Year Parent	14 Members
2.	First Year Parent	
3.	Second Year Parent	
4.	Second Year Parent	
5.	Third Year Parent	
6.	Third Year Parent	
7.	Fourth Year Parent	
8.	Fourth Year Parent	
9.	Fifth Year Parent	
10.	Fifth Year Parent	
11.	Sixth Year Parent	

12.	Sixth Year Parent	
13.	Chairperson of Fundraising Committee	
14.	Staff Representative	

5.3 The first business of the incoming Council each year shall be to elect the officers of the Council as follows:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- PRO

5.4 Board of Management Parent Representatives

The Parents Association, in compliance with the Education Act 1998, are entitled to elect two parent representatives to the College's Board of Management to operate for a duration of three years.

Two parent representatives male/female are required to be elected from the Parents Council to the Board of Management.

Once the Parent Representative has been appointed to the Parents Council, the elected Board of Management parent representative will be deemed to be automatically elected to the Parents Council, to the year group, they represent in each academic year until such time as a new Board of Management is established.

Committee meetings shall be chaired by the Chairperson or in the absence of the Chairperson the Deputy Chairperson. Otherwise those members present shall elect a Chairperson for the meeting.

5.5 A meeting will be held, in so far as is possible, each month. Parents Council representatives may serve for three consecutive years, if elected to do so by their parent colleagues. Four Consecutive years is not permitted. However, parents who have served for three consecutive years are eligible to be elected to the Parents Council at a later stage.

5.6 The duration of meetings should not exceed ninety minutes. The Chairperson and Council will suggest an agenda for the next meeting. A panel of substitute parent representatives (2) will be retained after the elections (3rd, 4th elected) in the event that any of the following occurs:

- (a). A parent representative elected does not wish to take up the position on the Council.
- (b). A parent representative decides to step down or withdraw from the Council.
- (c). A parent representative's child/children leave the school.

5.7 An Agenda will be posted to Council members in advance of a meeting. Issues under A.O.B. should be short. Any issue which requires more time should be postponed to the next Council meeting as a separate issue for that meeting's agenda.

5.8 An Annual General Meeting shall be held in the First Term of each year, preferably at the end of October.

5.9 Council resolutions shall be passed by a simple majority of those members present and entitled to vote. The Chairperson will have a casting vote.

5.10 A quorum at meetings will consist of two-thirds of Council Members.

- 5.11** Ordinarily members shall be given seven days notice or more in advance of a meeting. Meetings will usually be held on a monthly basis. The Chairperson / secretary will ask the college to send out a text reminder on the day of the meeting.
- 5.12** The Honorary Secretary shall keep minutes of all discussions and decisions agreed at the Council meetings.
- 5.13** The Council may invite, with the prior approval of the College Management, to attend its meetings such persons as it wishes.
- 5.14** All members of the Association shall have the right to be fully informed of all decisions of the Council.
- 5.15** The Council shall make its own Standing Orders consistent with this Constitution.
- 5.16** If a vacancy arises during the period of office of the Council such vacancy may be filled by co-option at the discretion of the Council and the College Management.
- 5.17** The Treasurer will be accountable to the Council for all monies to which the Association and its activities give rise.

6.0 Election Of Council

- 6.1** Only members of the Association may be elected onto the Council. Nominations for election shall be accepted at the Annual General Meeting, or the first meeting to elect a Parents' Council. Nominations may be posted to the College. In any case where the nominee is not present at the Annual General Meeting his or her nomination must be submitted to the Secretary in writing before the Annual General Meeting and it must carry the nominees consent and signatures of a proposer and a seconder, both of whom must be members of the Association. Each member in exercise of their vote may vote for not more than one of the candidates named on the ballot paper.
- 6.2** In the event that at least two nominations from a particular year group are not forthcoming, the School Management will write to each parent of that year group to explain the process and invite nominations. The nomination period will be extended by 5 days to facilitate this process.
- 6.3** Voting shall be by secret ballot.
- 6.4** Parents who are not nominees, for election to the new Parents Council will be asked to act as inspectors at the counting of votes. The inspectors will be approved at the AGM.
- 6.5** No parent or guardian shall be eligible to be an elected member of the Committee on more than three consecutive years with the exception of those parents who represent parents on the Board of Management.

7.0 General Meetings

- 7.1** The Annual General Meeting shall normally be held in the first term.
- 7.2** Notice of the AGM shall be communicated to all parents by letter, text message and will be posted on the Gaelcholáiste Luimnigh website – www.gcluimnigh.ie, accompanied by the agenda and nomination form for election to the incoming Council.

- 7.3 The notice for the meeting should be drawn up and agreed between Chairperson and the Secretary.”
- 7.4 Extraordinary General Meetings will be called by the Committee when it deems it necessary to do so or when it receives a written request by parents and or guardians of twenty percent or more of the pupils enrolled in the College.
- 7.3 Members shall be entitled to not less than fourteen days notice of any Annual or General Meeting.

8.0 Finance

- 8.1 The Parents' Association will be required to maintain accounts in accordance with City of Limerick Vocational Education Committee Guidelines Re: School Accounts (Based on recommendations from the VSSU) July 2005.
- 8.2 A bank account is available for use by the Council of the Parents' Association.
- 8.3 This bank account will be the responsibility of the elected Treasurer. All expenses shall be paid by cheque and signed by the Principal of |Gaelcholáiste and at least one of the following named persons i.e. chairperson, treasurer, secretary.
- 8.4 The Principal and Parents Council Staff Liaison Officer will also be required to be signatories on all cheque payments
- 8.5 The City of Limerick VEC/College Principal may ask for the accounts of the Parents' Association at the end of the year, or at anytime during the course of the year.
- 8.6 Separate financial records are to be maintained by the Council
- 8.7 An Independent review & annual report is to be prepared for the Board of Management. This will be delivered by the representatives of the Parents' Association on the College Board of Management.
- 8.8 Insurance arrangements with regard to meetings of, and travel to and from Committee meetings will have to be funded by the College through the City of Limerick VEC.
- 8.9 The Council will be expected to exercise vigilance to ensure proper use of the name of the College at all times, and during all activities organised by the Parents' Association.
- 8.10 The Parents Council is not permitted to enter any loan agreement with a Financial Institution or commit to any mortgage repayments.
- 8.11 The Committee will be required to maintain a “Register of Activities” which will be presented to the Board of Management of the College at various stages throughout the year.
- 8.12 Gifts / Donations to be notified to VEC (if section 29 of VEC Act 1930 applies)

9.0 The Constitution

- 9.1 Changes to the Constitution shall be made only at a General Meeting. Any such changes shall require a two-thirds majority of those present and voting at the meeting and the consent of the College Management. Any notice of a motion for the Annual General Meeting which proposes a change in the Constitution shall be explained and discussed to the membership on

the occasion of the AGM. The proposed changes shall bear the names of the proposer and seconders and shall also be communicated to the Management.

9.2 The dissolution of the Association shall require a General Meeting. In the event of the dissolution of the Association all its assets shall pass to the College Management.

10.0 Sub-Committees/Working Parties

10.1 The Committee may constitute and dissolve Sub-Committee of the Association and Working Parties, as it considers necessary, to achieve the objectives of the Association. Any such bodies will be accountable to the Committee.

11.0 Annual Reports

11.1 The Secretary and Treasurer will submit annual reports for consideration and annual reports for consideration and approval by the members attending the Annual General Meeting. A copy of the annual reports will be made available to the College Management.

Adopted at the AGM (14-11-2011)

Proposed by _____

Seconded by _____

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