

## The Constitution of the Parent Council of Holy Family Community School

### **NAME:**

- The name of the Council shall be "HFCS Parent Council"

### **OBJECTIVES:**

- To promote the role of parents as the prime educators of their children.
- The advancement of the moral, mental, social and cultural wellbeing of the students of the Holy Family Community School.
- The fostering of good relations between parents, teachers, students and the school authorities.
- The election of parents' nominees to the Board of Management.
- To consult and liaise as necessary with the Principal of the school and the Board of Management in matters affecting the school.
- The HFCS Parents Council, in discharging its functions, recognises that the resolution of problems relating to individual students or parents will be for determination between the individual student and/or parents and the school authorities.

### **MEMBERSHIP:**

- All parents or legal guardians of students attending the school shall be automatic members of the Council.
- Membership is only open to parents or legal guardians of children attending Holy Family Community School (HFCS) Rathcoole. All parents and legal guardians will be deemed to be members of the Parent Council.
- The Parent Council Committee will make every effort to encourage active membership by parents/legal guardians, especially for new families or families whereby language or cultural backgrounds may present an obstacle to participation.
- Though not a member of the Parent Association, the Deputy Principal, at his/her own discretion, will attend and address any meeting of the Parents Council Committee, Executive Committee and all sub-committees.
- Though not a member of the Parent Association, the Principal, at his/her own discretion, may attend and address any meeting of the Parents Council Committee, Executive Committee and all sub-committees.

### **THE COMMITTEE OF THE PARENTS COUNCIL:**

- The members of the Parents Council will elect a committee at the Parents Council AGM that will be held in October every year. This committee will have responsibility for representing the parents/legal guardians of HFCS and managing the activities of the Parents Council Association. Not all parents/legal guardians will be in a position to become involved on the Parents Council Committee but instead, may wish to be involved on a specific fundraising or school event. The Committee will endeavor to provide opportunities for parents/legal guardians to volunteer their support when required for fundraising and school events. The Committee must positively support the work of the PC and positively support the work and policies of the school.

The Committee must have the following elected officers;

**1. Chairperson – Executive Committee Member**

- The Chairperson will assume full responsibility for ensuring the business of the Parents Council is conducted in accordance with the Constitution of the Parents Council.
- The Chairperson will positively support the work of the PC and the work and policies of the school.
- The Chairperson has sole responsibility for calling PC meetings. In exceptional circumstances, the Board of Management may instruct the PC Committee that a PC meeting will be held.
- The Chairperson will hold the deciding vote on matters of split-decision.
- The Chairperson will agree the Committee Agenda with the Secretary before each meeting.
- The Chairperson will conduct meetings in accordance with the Constitution of the Parents Council.
- The Chairperson will meet with the Principal upon request by the Principal.

**2. Secretary - Executive Committee Member**

- The Secretary will assume sole responsibility for communicating PC business to the Deputy Principal and parent body. The Chairperson may assume this duty in the absence of the secretary.
- The Secretary will meet with the Principal upon request by the Principal.
- The Secretary will communicate meetings to all members following instruction from the PC Chairperson.
- The Secretary is responsible for capturing the minutes at each PC meeting and circulating same to all members.
- The Secretary will pass all proposals received for inclusion on the Agenda to the PC Chairperson.
- The Secretary will distribute the agenda for each meeting to each member at least one day before the meeting.

**3. Treasurer - Executive Committee Member**

- The Treasurer will keep detailed and accurate financial records of all funds raised, held and expended by the Parents Council.
- The Treasurer will make available all financial records to the Principal and/or the Board of Management upon request.
- The Treasurer will ensure statement of PC account is emailed to the PC Secretary after each meeting to file on record.
- The Treasurer will make funds available to the Principal and or Board of Management upon request and without delay.
- The Treasurer will arrange for certification of accounts at the end of each school year. This will be discussed at the final meeting of the academic year.

#### **4. Social Media Officer - Executive Committee Member**

- The Social Media officer will have sole responsibility for the management of all social media on behalf of the Parents' Council. Only they (along with the chairperson) will have full access to the accounts.
- Access details to social media accounts must be shared with the school.
- The Social Media officer will engage with the school about upcoming school events, advertisements and fundraisers and will ensure that they will be advertised across all media platforms related to the Parents Council.
- The Social Media officer on occasion may share relevant information for the parents separate to the school environment e.g., study tips etc...

#### **AFFILIATIONS:**

- This Council is affiliated to National Parents Council Post Primary

#### **GENERAL MEETINGS:**

- The Annual General meeting shall be held during October of each academic year.
- The Executive Committee shall call extraordinary General Meetings when the executive committee deems it desirable or when a written request to call an Extraordinary General Meeting is received by the Executive Committee, signed by at least 10 parents.
- Public Notice shall be given fourteen days in advance of a General Meeting.
- General Meetings shall be chaired by the Chair Person, or in the absence of the Chair Person by The Secretary. Otherwise, the Executive Committee shall elect one of its members to chair the meeting.

#### **PARENT COUNCIL COMMITTEE:**

- Parents Council Meetings can be held with a quorum/minimum of 8 attendees- 2 attendees must be from the Executive.
- The Committee shall consist of Officers and Members.
- All Members can be put forward for election as an Officer.
- The Officers shall be elected each year at The Annual General Meeting (AGM).

- Officers are requested to remain in their committee positions until the AGM in the October of the next Academic year, new officers will be elected then. If this is not possible, they must advise the Chairperson without delay by email to [parentscouncil@hfcs.ie](mailto:parentscouncil@hfcs.ie) .
- The Parents' nominees to the School Board of Management shall be ex officio members of the committee.
- The committee shall appoint from among its elected members the officers of the Council: Chairperson, Secretary, Treasurer & Social Media Officer.
- The PC committee shall have power to co-opt members to fill any vacancies which occur on the committee.
- The PC Committee shall meet at least 5 times during the academic year and on such other occasions as is deemed necessary by the PC Committee.
- The PC Committee may invite to General meetings or to committee meetings such persons as the Committee decides.
- Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.
- The PC Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Council and shall report to the PC Committee.

#### **REQUIREMENTS OF COMMITTEE MEMEBERS:**

- Members are required to attend all Committee meetings unless prior notice is given to the secretary via text/e-mail or phone call. Where a member misses three consecutive meetings without due notice to the Secretary, that person will be deemed to have resigned.
- Members are required as much as possible to actively attend and participate in any Fundraising and Supervision of any event hosted by the Parents Council.
- Members are required to positively support the activities of the PC Committee and school policy.

#### **FINANCE:**

- The Parent Council will keep a bank account in its name.

#### **FUNDRAISING:**

- The Parent Council will finance activities of the Parent Council through fundraising.
- Fundraising for the school by the Parent Council will be done with the prior agreement of the Deputy Principal.
- The Parent Council will agree with the Deputy Principal as to the specific purpose for which the funds are to be raised by the Parent Council.
- All fundraising activities will clearly state the purpose of the fundraising and "end result" may be shared on HFCS Social Media as well as on the School's own Social Media.
- When fundraising is completed. EFT transfer will be completed to the school to the value of the amount agreed.

#### **ELECTION OF PARENTS' REPRESENTATIVES TO THE BOARD OF MANAGEMENT:**

- In accordance with the rules governing nomination of Parents' Representatives to the School Board of Management, the Council shall conduct an election to nominate the Parents' Representatives to the Board of Management
- Notice of election shall be given to all parents one month in advance of the date of the election.
- Nominations of Candidates shall be submitted to the PC Committee at a Special General Meeting of the Council.

**OFFICIAL STATEMENTS AND REPRESENTATIONS:**

- No member of the Council other than the Chairperson or member nominated either by the Chairperson or by the Executive Committee shall make any official or public statement or representation on behalf of the Association/Council.

**LIAISON WITH SCHOOL AUTHORITIES:**

- Liaison with School shall normally be maintained through correspondence by the Chair Person &/or Secretary, or by deputation nominated by the Chair Person, with the Deputy / Principal or the school and/or his/her nominees. The PC committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.
- The Council in discharging its functions recognise that the examination and resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and/or his parents and the School Authorities. The Council also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.
- The PC Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

**WINDING UP:**

- Winding up of the Council shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Council any assets on hand shall be presented to the Board of Management for school purposes

**AMENDMENTS:**

- This Constitution may be amended from time to time at a General Meeting of the PC Council. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.

DATE OF CONSTITUTION DRAFTED: 12.9.2023

DATE OF CONSTITUTION PASSED BOM: 19.9.2023

*John King*  
Chair B.O.M.

*John King*  
Chair HRES PC