



Ballyfin National School,
Knocknakearn,
Ballyfin,
County Laois.
R32 N920

Roll No.15537E
Charity No. 20126001

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THE CONSTITUTION OF THE PARENTS' COUNCIL OF BALLYFIN NATIONAL SCHOOL

Purpose

1. The purpose of the Parents' Council is to provide a structure for parents/guardians of children in partnership with the principal and/or Board of Management in the promotion of the best educational and cultural development of students attending the school.
2. The Parents' Council of Ballyfin NS is a member of the National Parents' Council – Primary (NPC-P) and conducts its affairs in accordance with NPC-P guidelines.

Meetings

3. The Annual General Meeting will take place before the 14th of October each year with 14 days' notice.
4. General Meetings will be called by the Parents' Council Committee as required with 14 days' notice.
5. The Principal (or his/her representative) of Ballyfin National School shall be invited to attend any General Meetings of the Parents' Council.

Committee Meetings

6. The committee will meet at least once every term and as often as necessary thereafter. The principal of the school (or his/her representative) will be invited to committee meetings.
7. 5 committee members shall constitute a quorum for meetings.
8. In the absence of the Chair, the vice chair will conduct meetings. If the vice chair is also absent, chair for such meetings will be selected from those in attendance.
9. Minutes for all committee meetings shall be retained and maintained by the Secretary.
10. The committee may appoint a sub-committee for projects which can be composed of committee persons and other appropriate persons. A lead spokesperson should be nominated.

Elections

11. Parents & Legal Guardians of pupils attending Ballyfin National School shall be entitled to attend and vote at the AGM.
12. A committee of minimum 9 people and Maximum 15 shall be elected from those entitled to vote and in attendance at the AGM.
13. The committee shall comprise of Chair, Vice-Chair, secretary, Vice-Secretary, Treasurer, Vice-Treasurer, and Min 3 committee members.
14. The committee shall have power to co-opt a member to the committee should a vacancy arise, and this member will be entitled to a vote if necessary.
15. The committee may co-opt no more than 3 persons in any year who may be of particular benefit to the Parents' Council however such a co-opt person will not be entitled to a vote.
16. Parents' nominees elected to the Board of Management are automatically members of the committee but will not hold an officer position on the Parents' Council committee.

Voting

17. Decisions should be arrived at by consensus. Where a vote is required the rule of simple majority will be applied, with the Chair having a casting vote in the event of a tie.

18. Vote may be taken by secret ballot at the discretion of the Chair.

Finances

19. All Parents' Council Funds should be lodged to the appropriate Bank Account as soon as practical.

20. All Cheques should be signed by two of the following, Chair, Secretary, Treasurer or Vice Treasures.

Amendments to Constitution

21. Any Amendments to the Constitution must be submitted in writing to the Secretary of the Parents; Council with such changes to be addressed at AGM or EGM if so required.

Dissolution of Parents' Council

22. In the event of the Parents' Council Dissolution, power of attorney will transfer to Ballyfin NS Board of Management.

Date of Constitution

23. This constitution comes into effect on the 11/12 /2024and supersedes all previous versions.

**Signed: Fr Joe Brophy
Chairperson BOM**

**Signed: Laura Linehan
Chairperson Parents Assoc.**

Date: 11/12/2024

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Appendix 1: Working effectively as a Parent Association

Appendix 2: Supporting each other – a guide to best practice for effective partnership between principals and parent associations