



Lucan Community College (LCC)

Parents Association (PA)

October 2023

Constitution

This document describes the roles and responsibilities to guide the work of Lucan Community College Parents' Association (PA), defines the roles of Chair, Secretary, Treasurer and subCommittees and outlines how the PA operates. These rules form the constitution of the Association and are detailed below.

1.1 Name of the Parents' Association (PA):

The Association shall be called Lucan Community College Parents' Association (PA)".

1.2 The Role of the PA:

The purpose of the Parents' Association is to provide a formal structure through which the parents/guardians of children attending Lucan Community College can work together for the best possible education for their children. The Parents' Association will work with the Principal, Staff and Board of Management to build effective partnerships between home and school, for the betterment of the children in the school, and to support and empower parents to be active in the best interests of their children's education.

1.3 The Aim of the Parent Association

The aim of the PA is to enable parents to play their part in ensuring the provision of the best possible education for their children and that this is achieved through the Association's programme of activities. The PA will endeavour to emulate the core values of Lucan Community College ETB ethos; excellence in education, being multi-denominational, upholding equality & embracing community focus, care and respect. The PA will uphold the motto of Lucan Community College, Aontas meaning Unity. The PA will promote the interests of the students in cooperation with the BoM, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

1.4 Membership of the PA:

All parents/guardians of children in the school are members of the Parents' Association. These parents elect a committee to work on their behalf from one year to the next.

1.5 The role of the Parents' Association Committee:

The committee manages the business of the Parents' Association in accordance with the Constitution of the Parents' Association from one AGM to the next, held in October each year in the school at a date to be announced in advance of the meeting. The date of the AGM will be sent out to parents by the school, e.g. by text or through the school app, at least 2 weeks in advance of the meeting.

The role of the Parents' Association is not a forum for complaint against an individual teacher, parent or child, nor does it have a role in pursuing individual complaints which should be directed through the school channels.

The PA will liaise with the Student Council and student body to identify what the PA may fundraise for, with the Principal's consent.

1.6 The work of the committee:

The committee has shared responsibility for:

1. Planning for the future work for the Parents' Association.
2. Ensuring that the parents in the Parents' Association who volunteer within the school are Garda vetted and vetting to be updated as required in accordance to DDLETB vetting policy. (ref, 1.15)
3. Planning and managing the annual programme of activities for the Parents' Association.
4. Seeing that activities are run in an efficient and effective way.
5. Fundraising for the school with the prior agreement of the school Principal or their nominee.
6. Promoting the work of the Parents' Association to inform parents and the wider community on the work done by the Parents' Association.
7. Communicating, consulting with and involving as many parents as possible in the activities of the Parents' Association.
8. Communicating and consulting with the Principal, their nominees, and the Board of Management.
9. Planning agendas and keeping records of meetings.
10. Managing the Parents' Association finances and providing accounts to support the work.
11. Identifying projects and activities that will enhance the school life for the students and teachers.
12. Drawing up the rules (constitution) by which the Parents' Association operates in collaboration with the entire parent body.
13. Valuing diversity and making sure that parents who might find it hard to get involved are encouraged and supported to do so.
14. Ensuring compliance with any financial accounting requirements and ensuring that any records kept are compliant with the General Data Protection Regulation, (GDPR 2018).
15. Establishing subcommittees where required to carry out specific tasks or events.

1.7 Meetings of the Parents' Association:

Monthly PA meetings are typically held in the School during the school year on the second Tuesday of the month from 7.30-9pm, unless other arrangements have been made.

The Annual AGM is held in October of each school year in the school on a date communicated to parents by the school. The financial reports for the previous year are presented at the AGM.

The Principal and their nominee are invited to the monthly meetings and the AGM. They will provide an update on school activities at the meetings.

1.8 Electing the Parents' Association Committee

When electing a committee, it is important that these elections are run fairly and efficiently at the Annual General Meeting held in October.

To ensure openness and transparency, all parents of children in the school are invited to vote at the AGM. It is the responsibility of the outgoing Committee to ensure that the elections are run efficiently and in line with the provisions in the Parents' Association constitution. Nominees must be proposed and seconded by a parent at the meeting. All parents should know that they have the right to nominate and be nominated and should positively encourage membership that reflects the school population and show an awareness of different traditions that are operating within the school community.

Additional subcommittee members can be co-opted to the committee if necessary & will have the same rights as elected members. This committee will have responsibility for representing the parents of Lucan Community College (LCC) and managing the activities of the PA.

Should an elected parent or legal guardian no longer have a child attending the school as a pupil, such parent shall cease to be a member of the PA . An Exception, where an elected committee member has a child finishing 6th year, they are permitted to stay on the committee until the AGM in that year to allow for a smooth handover of duties.

1.9 The role of the Chairperson:

1. Lead and guide the committee in planning and delivering on their activities.

2. Liaise with School, Principal and Teachers.
3. Chairing meetings.
4. Helping the committee to have a clear vision and clear goals.
5. Keeping the work of the Parents' Association to agreed targets.
6. Ensuring all members are respected, listened to and are encouraged to have their say.
7. Facilitating people to work well together and ensuring that the work of the committee is shared.
8. Reviewing the work of the committee.
9. Ensuring that everyone has a clear understanding of their roles within the committee.
10. Delegating the work of the committee to ensure all work is not the responsibility of one or two people.
11. Working closely with the Secretary to plan the agendas and meetings.
12. Ensuring that the minutes are signed, dated and kept safely.
13. Encouraging the committee members to be prepared for the meetings.
14. Ensuring meetings start and finish at the agreed times.
15. Making sure that, as each item is finished, the group is clear about what has been decided.
16. Ensuring that all decisions are taken democratically and with respect for everyone's opinions.
17. Checking on responsibilities taken on by members of the committee and making sure they have been clearly understood and allocated.
18. Summarising all decisions at the end of the meeting.
19. Ensuring that at the end of term of office all relevant documentation, information as laid out by committee handover handbook is passed on to the incoming Chairperson.

Vice-Chairperson: will assume the role of Chairperson in the event of absence.

1.10 The role of The Secretary:

1. Take minutes at each meeting. Minutes should be brief and should be a record of decisions made and actions to be taken and record a brief outline of issues discussed, including the principal's report.
2. Ensure the agenda and previous month's minutes are sent prior to each meeting with adequate notice to all PA members, including the committee.
3. Ensure parents sign in at meetings and safely store the sign in details from each meeting.
4. Request Principal's Report prior to each meeting and once received, issue to all PA members and committee.
5. Keep parent contact lists, e.g. the email list and whatsapp group, up to date with details of parents who opt in to the list.
6. Liaise with the PA teacher nominated by the Principal to request the communication of details of PA meetings with adequate notice to all parents.
7. File all correspondence and minutes safely, e.g. on the LCC PA Google Drive.
8. Agree the agenda for PA meetings with the Chairperson. It is important that all Committee members have a right to have items included on the agenda, therefore they must be given adequate time to pass these items on to the Secretary.
9. Appropriately administer incoming and outgoing correspondence.
10. Ensure the minutes are approved at each meeting.
11. Assist the Chairperson with clarification of decisions made at meetings.
12. Ensure that at the end of term of office all relevant documentation and information as laid out by the committee handover handbook is passed on to the incoming Secretary.

Assistant Secretary: will assume the role of Secretary in the event of absence.

1.11 The role of The Treasurer:

1. Lodge and record all financial transactions.
2. Manage and maintain books/record of income and expenditure.
3. Give monthly reports on the Parents' Association finances to the Parents' Association committee and PA members, typically at the monthly PA meeting.

4. Issue receipts for all financial transactions.
5. Ensure that the committee has the necessary information to understand the Parents' Association's financial needs.
6. Advise on how the resources can best be used to fulfil the aims and work plan of the committee.
7. Liaise with a bank or other financial institutions on behalf of the Parents' Association.
8. Present a full account of the year's income and expenditure at the Parents' Association AGM. A copy of these records should also be submitted to the Board of Management for their information.
9. Ensure that at the end of term of office all relevant documentation and information as laid out by the Committee handover hand book is passed on to the incoming Treasurer.
10. Maintain a petty cash float.

Assistant Treasurer: will assume the role of Treasurer in the event of absence.

1.12 Financial Management:

It is the responsibility of the Treasurer to look after the financial accounting of the monies for the financial year.

A Maximum of €500 petty cash float will be kept for sundry purchases. All sundry purchases must be approved in advance by agreement of a majority of the committee. Sundry purchases over €100 must be approved in advance at a PA meeting by a majority vote. Receipts for all sundry purchases must be given to the Treasurer.

Cheques drawn on behalf of the Parents' Association shall be signed by any of the following Chairperson, Treasury or Nominated Signatory. All cheques must also be co-signing by the school Principal i.e. there should be a minimum of two bank approved signatures on each cheque. Two members of the Parents' Association must complete and submit a form to the bank to validate the names of those who are entitled to sign cheques; normally, this is done when there is a change of personnel on the committee. The signatories are normally the Treasury, with either the Chairperson, Secretary or nominated signatory. Fundraising for the school by the PA will be done with the prior agreement of the Principal and include the purpose for which the monies are raised.

In the event of the Parents Association disbanding or ceasing to function, all funds shall automatically revert to a fund to be managed by the Principal, Deputy Principal and Chairperson of the Board of Management.

1.13 Roles of Sub Committee:

Public relations officer: will be responsible for communicating on behalf of the PA and the committee to the wider parent body both directly through relevant communications platforms, such as Facebook, Twitter and WhatsApp, and through representatives from the school for school communications such as

the school website, newsletter or by any other means, with due consideration for GDPR regulations & within the boundaries of the school's Communication Policy.

Fundraising committee: will be responsible for running yearly PA fundraising events , liaising with the Committee.

Debs committee: will be responsible for organising 6th Year Debutante ball and Liaising with 6th Year head teacher, students and Committee.

1.14 Insurance for the Parents' Association

The Parents' Association is insured under Lucan Community College insurance indemnity.

1.15 Garda vetting

Parents who are considered for volunteers must be vetted in accordance with DDLETB Vetting Policy which is underpinned by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Any work or activity which is carried out by a parent volunteer, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons will require the person to be vetted in accordance with the above Act and DDLETB vetting policy.

1.16 Contacting the Parents' Association

Contact may be made to the Parents' Association by

Email: lccparentassocation@gmail.com.

Facebook page called: Parents' Association - Lucan Community College, located at <https://www.facebook.com/lcc.pa.7>

Twitter/X account: @LCCAssoc.

Whatsapp: <https://chat.whatsapp.com/9qGzFykwXMKIWuo7WVG3Xs>

Parents can view information on the PA on the school website.

1.17 Supporting the Board of Management

Parents of children in the school, who wish to be nominated as parent members to the Board of Management, should be nominated and elected through a formal nomination and election process notified to all parents and legal guardians. In the event of a tie, the elected parent will be determined by lot.

Should an elected parent or legal guardian no longer have a child attending the school as a pupil, such parent shall cease to be a member of the Board.

The Trustees or their representatives may retain the voting returns from the election of parents for the purpose of co-option to fill vacancies occurring during the term of office of the Board.

1.18 Data Protection

Where the Parents' Association handles sensitive data, such as personal information for parents on the committee, then this data must be treated confidentially to be in compliance with the General Data Protection Regulation (GDPR). The information can only be used for the purposes for which it was collected, and it is to be retained no more than it is required to be retained. For example, when a committee member leaves, their personal data should be deleted from any records held by the Parents' Association. Parents can request to see what information is held by the PA such as name, phone number and email address.

1.19 Changing the Constitution

Changes to this constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose. Proposals to change the constitution must be submitted in writing to the Parents' Association committee. The Parents' Association committee will then circulate these proposals to all parents before the AGM/EGM. All parents of children in the school at the meeting are eligible to vote on the proposals.

1.20 Review of the Constitution

To ensure this Constitution is up to date, it should be reviewed on a regular basis such as on election of a new Committee or every 3 years as best practice.

The term '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 who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside of the State, means the adopter or adopters or the surviving adopter.

Name and Signature of the Chairperson

LCC PA CONSTITUTION OCTOBER 2023

Leyla Simsek

Date : 8th October 2023

Leyla Simsek

Name and Signature of the Secretary

Date: 8th October 2023

Julianne Whyte