[](http://www.greystonescns.ie/)

**(DRAFT) PARENT TEACHER PARTNERSHIP CONSTITUTION**

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**Article 1 Name and Purpose**

The name of the association shall be Greystones Community National School Parent Teacher Partnership, hereinafter called “Greystones CNS PTP” located at \_\_\_\_\_\_\_\_\_\_\_, Greystones.

The purpose of the Parent Teacher Partnership shall be to provide a forum for parents/guardians of children attending Greystones Community National School in promoting the interests and best possible education of the students in the school in co-operation with the Principal, staff, students and the Single Manager/Board of Management (as the case may be) having regard to the provisions of the Education Act 1998, in particular section 26.

**Article 2 Objectives**

The objectives of Greystones CNS PTP shall be to advise the Principal and Single Manager/ Board of Management on any matter relating to the school and, the Principal or Single Manager/Board shall have regard to any such advice and adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.

In this regard but not limited thereto, Greystones CNS PTP may;

1. Advise and assist the Principal and staff in formulating and adhering to the core values and ethos of Greystones CNS, as appended hereto (Appendix A).
2. Advise and assist the Principal and staff in formulating and adhering to the policies of Greystones CNS, as appended hereto (Appendix B)
3. Fairly represent the views of its members and act as a communication conduit between Parents/Guardians, the Principal, Staff and Single Manager/Board of Management (as the case may be) in developing and supporting a new model of 21st century primary education which is child centred, inclusive and where each child is welcomed, respected, cherished and facilitated in reaching her/his full potential whatever their background, nationality or faith.
4. Organise and support a programme of parental activities, in consultation with the Principal, in the operation of the school.
5. Liaise with the Principal, staff, Single Manager/Board of Management (as the case may be) in promoting a high standard of education where each child is encouraged to reach her/his personal potential.
6. Greystones PTP recognises that its primary role is to support the Single Manager/Board of Management, Principal and staff to ensure that our children achieve the best possible educational outcomes. The PTP will not begin initiatives without first getting the permission of the BOM, whose decision is final. Parents will be consulted on all relevant policies when they are being developed and reviewed and as such this is the forum to add input. The PTP is not a forum to air grievances or issues relating to individual pupils, parents, staff or school polices. Any such grievances/concerns should, in the first instance, be brought to the attention of the Principal directly and then, if not resolved, pursued through the school's complaint procedures which are available on the policy section of the Greystones CNS website.
7. If affiliated to a national association of parents, following consultation with Greystones CNS PTP members, make rules in accordance with guidelines issued by that national association of parents with the agreement of the Minister.

**Article 3 Membership**

All parents/guardians of children currently attending Greystones CNS will be deemed to be members of Greystones CNS PTP. To facilitate parent/guardian PTP communications, members of Greystones CNS PTP agree their name, e-mail address, date of membership and date when parent/guardian ceased to be a member may be entered on a register of members.

**Article 4 Committee**

The affairs of Greystones CNS PTP shall be administered by a Committee. The Committee may be comprised of a maximum of **16** elected members/officers and a minimum of **8** and constituted as follows:

Officers:

* Chair
* Vice Chair
* Secretary
* Vice Secretary
* Treasurer
* Minimum of **3** Ordinary Committee Members

The composition of the Committee, in terms of maximum and minimum members, where necessary, may be altered at AGM. Nominees for election to the Committee shall be invited from Greystones CNS PTP members when giving electronic notice of the Annual General Meeting (AGM), which shall be given no later than six weeks before the AGM. Nominees for election must give the Members/Committee 28 days notice of their intention to stand for election. A list of nominees will be circulated electronically to members no later than 14 days before the Annual General Meeting. If there is more than one nominee for any officer position or more than 7 for the ordinary committee member positions, then an election shall be held for those positions at the AGM. Election shall be by simple majority of members voting and proxy votes in the form appended to this Constitution shall be permitted. Election results will be declared at the AGM and notified electronically to all members within 14 days of the AGM. Two committee members must be on the Board of Management, once established. The Committee will represent the parents of Greystones CNS and manage the activities of the PTP.

The Committee and elected officers/members will serve 12 consecutive months from 1st November to the 31st October and may stand for re-election. Officers shall not serve in the same Officer position for more than 3 successive years. It is envisioned that as Greystones CNS grows, two parents from each stream will sit on Greystones CNS PTP Committee.

If for any reason an elected Committee Officer/Member is unable to serve a full calendar year, the Committee may fill the vacancy by co-opting another member to the Committee as appropriate.

Votes of the Committee shall be carried by simple majority, with the Committee striving for consensus where possible. In the event of a tied vote, the Chairperson shall have the casting vote.

A quorum of the Committee shall comprise the Chairperson and 3 other Committee Members.

**Article 5 Responsibilities of the Committee**

Responsibilities of the Committee shall include but are not limited to;

-Giving notice of and organising the Annual General Meeting

-Giving notice of and organising Extraordinary General Meetings as may be required

-Administering the funds of Greystones CNS PTP prudently, in accordance with the purpose and objectives of this Constitution and reporting on the financial status at each committee meeting. In this regard, the Committee may open and operate a bank account and signatories shall consist of two serving committee members, one of whom must be the Treasurer

-Filing of vacancies on the Committee as may arise during the term by co-opting members

-Keeping an up to date register of members, solely for the purpose of communicating with parents/guardians in relation to the activities of Greystones CNS PTP and having regard to Irish Data Protection Laws. In this regard, members of Greystones CNS PTP shall co-operate in ensuring up to date e-mail contact details are provided and/or change of address is notified to the Committee expeditiously

-Establish and vary/amend its rules, as the need arises, by way of ordinary resolution, having regard to the best interests of the PTP and being within the purpose, objectives and intent of this Constitution

-Form sub-committees as required, with at least one Committee member sitting on each sub-committee. Sub-committees can be set up to handle particular tasks that arise. They may also co-opt people from the general parent body or people with expertise to assist in their work. They are accountable to and must report to the main committee

-Represent the best interests of members of Greystones CNS PTP

-Greystones CNS PTP Committee members cannot be held financially liable for any direct or consequential financial loss incurred as a result of reasonable risk taking or occurrences beyond their control except in cases of gross mis-management.

**Article 6 Meetings of Greystones CNS PTP**

Greystones CNS PTP Committee shall meet twice each term between September and June of each year, additional meetings may be called by the Chairperson, where necessary. Minutes of each Committee meeting shall be recorded and approved at the next Committee meeting.

The date of the Annual General meeting shall be set by the Committee or as may be otherwise decided by the Committee where more than 15 months has elapsed between the date of one AGM and that of the next one.

Notice of the AGM appended at Appendix C hereto, shall be called by six weeks notice by e-mail exclusive of the day on which it is served.

Members may present topics or issues for inclusion on the agenda of the AGM for discussion and consideration by the Committee.

AGM documents must issue no later than 14 days before the date of the AGM and shall include;

-Notice of the date of the AGM (6 weeks before AGM)

-Agenda- to include presentation of annual report by Chairperson, approval of accounts, nominations for election of Committee members, notice of topics for discussion or resolution

-Minutes of last AGM

-Accounts

-Details of nominations for Committee members

**Article 7 Voting Rights at Annual General Meetings and Extraordinary General Meetings**

Members of Greystones PTP shall have one per family. Members who cannot attend may enable another member by giving her/him authority to vote on their behalf by completing the Proxy Forms supplied by the Committee in the format appended at Appendix D. The form must be completed and returned to the Committee no later than 72 hours in advance of the meeting. No member may exercise more than 5 proxy votes.

**Article 8 Financial Year and Financing Sources**

The Financial Year shall run from the 31st October to the close of 1st November each year to facilitate the presentation of current annual reports accounts at the AGM. Financing sources shall include but are not limited to fund raising, sponsorship and donations. Surplus funds in the Council’s account at the end of the Financial Year shall be transferred to Greystones CNS account in agreement with the Principal.

**Article 9 Winding Up**

Greystones CNS PTP shall be dissolved, if at an extraordinary general meeting not less than two thirds of members so vote.

Upon dissolution, a Liquidator shall be nominated at a general meeting and shall be responsible for liquidating surplus assets of the association. The Liquidator shall be furnished with all relevant documentation pertaining to the association and shall pay off potential claims of creditors of Greystones CNS PTP from its assets, any surplus assets shall be utilised for the benefit of Greystones CNS.

**Appendices**

**Appendix A**

**Core values of CNS**  
  
The Community National Schools seek to provide a high standard of education where each child is encouraged to reach his/her personal potential.  
  
The schools are committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued equally and treated with respect and dignity.  
  
The school will serve the local community in its totality. It will welcome children without prejudice to class, creed or nationality. Realising the central role of parents in the education of their children the school will reach out to serve the educational needs of parents.   
  
The education of children is a two-way partnership between parents and school. In playing out this role shared by school and parents, the school will keep parents fully briefed on their child’s educational development and guide parents in the most effective way of collaborating with the school.  
  
**Ethos statement**  
  
 A Community National School is one where:  
  
·         The school becomes a centre of the local community.  
  
·         Children are encouraged and supported in living their lives to the full  
  
·         High standards are the goal in teaching and learning  
  
·         Everybody is valued and treated with respect  
  
·         Diversity is recognised and celebrated  
  
·         Respect for plurality of faiths/beliefs is seen as integral to the daily routine of the school  
  
   
**What this ethos means**  
  
**For our pupils we:**  
  
Place the interests of the pupils first

Promote a holistic approach to education developing of all aspects of the child: intellectually, physically, culturally, morally and spiritually.  
  
Provide a high quality education where each child is encouraged to reach his/her potential.  
  
Are committed to the spirit of inclusion and equality, where each member of the school community is valued equally and treated with respect and dignity.  
  
Set high expectations in a caring and nurturing environment.   
  
**For our parents we:**  
  
Promote an open and consultative environment, where parents are recognised as partners in their child’s education.  
  
Encourage their involvement in the education of their child and endeavour to support them in this process.   
  
**As a staff we:**   
  
Strive for excellence in all we do  
  
Create a welcoming and happy atmosphere in the school  
  
Value all members of the school community  
  
Treat each other with dignity and respect  
  
Support and encourage each other  
  
Listen carefully, communicate clearly.  
  
Treat each other with dignity and respect  
  
Are committed to playing our part in developing the school as a learning organisation  
  
Nurture each child and focus on their positive attributes  
  
Work with outside agencies in the best interests of our pupils.  
  
Hold collective responsibility for all our pupils, the school environment, good staff relations, a nurturing working atmosphere and a positive school reputation.   
  
 **For our wider community we:**  
  
Prepare our pupils to be fully active citizens in the community  
  
Reflect and cater for the needs of the community.   
  
Work closely with community organisations and community leaders to enrich the education of our pupils.  
  
Provide opportunity for the wider community to become involved in the life of the school.  
  
Prepare our pupils to be fully active citizens in the community

**Appendix B**

**Greystones CNS Policies**

**Acceptable Usage Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_acceptable_usage_policy.pdf)

|  |  |
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| **Greystones CNS Acceptable Usage Policy** | |
| File Size: | 452 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_acceptable_usage_policy.pdf)

**Anti-Bullying Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_anti_bullying_policy.pdf)

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| **Greystones CNS Anti-Bullying Policy** | |
| File Size: | 809 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_anti_bullying_policy.pdf)

**Attendance & Punctuality Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_attendance___punctuality.pdf)

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| **Greystones CNS Attendance & Punctuality Policy** | |
| File Size: | 401 kb |
| File Type: | pdf |

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**Child Protection Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_child_protection_policy.pdf)

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| **Greystones CNS Child Protection Policy** | |
| File Size: | 789 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_child_protection_policy.pdf)

**Code of Behaviour**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_code_of_behaviour.pdf)

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| **Greystones CNS Code of Behaviour** | |
| File Size: | 595 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_code_of_behaviour.pdf)

**Communications Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_communications_policy.pdf)

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| **Greystones CNS Communications Policy** | |
| File Size: | 359 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_communications_policy.pdf)

**Complaints Procedure**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_complaints_procedure.pdf)

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| **Greystones CNS Complaints Procedure** | |
| File Size: | 576 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_complaints_procedure.pdf)

**Enrolment Policy 2016/17**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-enrolment_policy.pdf)

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| **Greystones CNS Enrolment Policy** | |
| File Size: | 518 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-enrolment_policy.pdf)

**Equality Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_equality_policy.pdf)

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| **Greystones CNS Equality Policy** | |
| File Size: | 423 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_equality_policy.pdf)

**Health, Safety & Welfare Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_health_safety___welfare_policy.pdf)

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| **Greystones CNS Health, Safety & Welfare Policy** | |
| File Size: | 653 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_health_safety___welfare_policy.pdf)

**Healthy Eating Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_healthy_eating_policy.pdf)

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| **Greystones CNS Healthy Eating Policy.pdf** | |
| File Size: | 519 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_healthy_eating_policy.pdf)

**Photography Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_photography_policy.pdf)

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| **Greystones CNS Photography Policy** | |
| File Size: | 369 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_photography_policy.pdf)

**Toileting Policy**

[http://www.weebly.com/weebly/images/file_icons/pdf.png](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_toileting_policy.pdf)

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| **Greystones CNS Toileting Policy** | |
| File Size: | 119 kb |
| File Type: | pdf |

[**Download File**](http://www.greystonescns.ie/uploads/1/2/0/1/12012149/greystones_cns_-_toileting_policy.pdf)

**Appendix C**

**Annual General Meeting Notification**

To Greystones CNS PTP members

Notice is hereby given by the Greystones CNS PTP Committee that the Annual General Meeting shall take place on the \_\_day of \_\_\_\_\_ at am/pm in the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**[State general nature of the business to be transacted at the meeting e.g to propose an ordinary resolution[[1]](#footnote-1) to approve the Constitution, to propose a resolution to appoint the PTP Committee]**

Dated this \_\_day of \_\_\_ being 6 weeks exclusive of the date of service.

Signed Greystones CNS PTP Chairperson

**Members are entitled to attend and vote and may appoint a proxy (who need not be a member) using the form appended hereto at Appendix D and subject to the time limits for receipt of same, that is no later than 72 hours in advance of the meeting. No member may exercise more than 5 proxy votes**.

**Appendix D**

**Nomination of Proxy**

To Greystones CNS PTP Committee

I/We of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the city/county of \_\_\_\_ being a current member of the above named PTP hereby appoint\_\_\_\_\_\_\_\_\_ of\_\_\_\_ or failing her/him \_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_ as my/our proxy to vote for me/us on my/our behalf at the annual/extraordinary (as the case may be) general meeting of Greystones CNS PTP to be held on the \_\_ day of \_\_\_\_ 20\_\_ and at any adjournment thereof.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:\_\_ day of\_\_\_\_\_\_\_\_\_\_\_20\_\_

This form is to be used in favour of/against the resolution unless otherwise instructed the proxy will vote as she/he thinks fit.

1. 1 Ordinary resolution-formal decision passed by simple majority

   Special resolution passed by 75% majority [↑](#footnote-ref-1)