**The Purpose of the Parent-Staff Association**

The purpose of the Letterkenny Parent-Staff Association (PSA) is to provide a structure through which the parents or guardians of children attending Letterkenny Educate Together National School can work together for the best possible education for their children. The PSA will promote the interests of the students in co-operation with the Board of Management (BOM), Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

Under the Education Act, 1998, Section 26. – (1) The parents/guardians of students of Letterkenny Educate Together will establish, and maintain from among their number, a parents’ association for that school and membership of that association shall be open to all parents or guardians of students of that school.

(2) It shall promote the interests of the students in a school in co-operation with the board, Principal, teachers and students of the school. For that purpose, it may advise the Principal or the board on any matter relating to the school, Principal or board; adopt a programme of activities which will promote the involvement of parents in the operation of the school, in consultation with the Principal; It shall, following consultation with its members, make rules governing its’ meetings, business and conduct of its affairs.

The PSA is affiliated with The National Parents Council (Primary) Limited since 11 March 2019.

**Mission Statement of the Parent-Staff Association**

We the parents and guardians of children attending Letterkenny Educate Together National School are committed to upholding the equality-based ethos of the school. All parents or guardians are an integral part of the school community. The purpose of the Parent-Staff Association is to further build that community and as such, we are committed to a collaborative process of contributing. All parents and guardians are welcome at any stage of their child's education here. Through social, fundraising and educational activities we aim to reflect and respect the diverse membership of our school community.

**The Work of the Parent-Staff Association**

The PSA will undertake a programme of activities which will promote the involvement of parents and guardians and which will support pupils, parents, guardians and school staff. In planning its activities, the PSA will consult with the school Principal/Board of Management.

**The Membership of the Parent-Staff Association**

All parents or guardians of children attending Letterkenny Educate Together National School will be deemed to be members of the Parent-Staff Association.

**The committee of the Parent-Staff Association**

The members of the PSA will elect a committee with a maximum of eight and a minimum of five members. Therefore, a quorum of 5 members is required at all meetings. This committee will have responsibility for representing the parents and guardians of Letterkenny Educate Together National School and managing the activities of the PSA.

**Subcommittees**

Subcommittees may be set up for specific tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain accountable to the main committee.

**The Election of the Parent-Staff Association committee**

The members of the committee will be elected each year at the Annual General Meeting (AGM) of the Association. Each member will be elected for one year.

At the AGM, all committee members must step down, but they may be re-elected if they continue to be eligible to serve, which is for as long as they continue to be a parent or guardian of a child in the school. No member of the committee will hold the same officer position for more than three consecutive years.

The committee will ensure that at least two places are available for new members each year. Parents’ representatives elected to the Board of Management are automatically members of the committee, however, they cannot hold an officer position on the Parent-Staff Association committee. At least one of these parent representatives should attend PSA meetings in order to improve communication between the PSA and the BOM and to ensure that they can fully represent the opinion of the parent/guardian body.

**The Work of the Parent-Staff Association Committee**

The Association committee will be responsible for ensuring that all parents and guardians are consulted on issues which are pertinent to the entire parent and guardian body. The Association committee will advise the Principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998, 26.- (2)(a).

The committee is the team that manages the tasks of the association on behalf of the parent and guardian body.

The committee will draw up a plan for the activities of the association, in consultation with parents and guardians and in accordance with their wishes.

The committee will be responsible for ensuring that activities are run in an efficient, inclusive, democratic and effective way.

The committee will consult with the school Principal/Board of Management when planning the programme of activities for any particular year.

The PSA committee will communicate by e-mail with the Principal and Board of Management.

At the AGM, the committee will report to the parent and guardian body about its work.

The committee will manage and account for any funds collected or expended by the Parent-Staff Association.

**Finance**

The Association committee will finance the activities of the PSA through fundraising.

Two Treasurers will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of the PSA finances. The Treasurer(s) will provide a statement of income and expenditure at each committee meeting.

A written statement of income and expenditure will be provided at the AGM and a copy will be forwarded by e-mail to the Principal and Board of Management for their information.

The Association will maintain a bank account in its’ name. Each cheque issued requires two signatures so both Treasurers must sign all cheques drawn on the account.

All decisions regarding finance will be agreed by the PSA Committee prior to any cheques being issued.

**Fundraising for the School**

Fundraising on behalf of Letterkenny Educate Together by the PSA will be undertaken with the prior agreement of the Principal/Board of Management. The Association committee will agree with the Principal/Board of Management as to the specific purposes for which funds are to be raised by the PSA.

**Membership of National Parents Council (Primary)**

The PSA will maintain membership of NPC (Primary) by annual subscription.

**Changing the Constitution**

The Constitution will be made available to all parents via the school webpage and shall be approved by all parents and guardians in the school.

Changes to the constitution can be made at the AGM or, if for an urgent reason, an Emergency General Meeting (EGM) can be called for that specific purpose.

Proposals to change the constitution must be submitted in writing to the PSA committee.

The PSA committee will then circulate these proposals to all parents before the AGM/EGM.

All parents and guardians at the meeting are eligible to vote on the proposals. Any changes shall be approved by all parents and guardians in the school.