

# **CONSTITUTION OF THE PARENTS COUNCIL, CBS SECONDARY SCHOOL, KILKENNY**

*Where the term "parent" is used in this Constitution, that term shall also be taken to mean a legal guardian as defined in legal terms.*

## **1. NAME**

The body shall be known as the CBS Parents Council. It shall be incorporated under the Constitution of the National Federation of Parents Councils in Christian Brothers and other Catholic Secondary Schools.

## **2. AIMS**

The aims of the Council shall be:

- To promote and foster good relations between parents, teachers, students and the school authorities
- To act in an advisory and consultative capacity in relation to the school
- To promote the educational and welfare interest of the students
- To promote at local level the aims of the National Federation of Parents Councils in Christian Brothers and Other Catholic Secondary Schools

## **3. MEMBERSHIP**

Parents and guardians of students attending the school shall be eligible for membership of the Council.

## **4. AFFILIATION**

The CBS Parents Council is affiliated to the Federation of Parents Councils in Christian Brothers and other Catholic Secondary Schools

## **5. ELECTION OF OFFICERS**

At the first meeting after the Annual General Meeting, the following officers of the Council are elected: Chairperson, Vice-Chairperson, Secretary, Treasurer and Public Relations Officer.

If any should, at his or her request, resign from such a position, the election of a replacement officer shall take place at the first available opportunity.

## **6. EX-OFFICIO MEMBERS**

The School Principal or Deputy Principal and a teachers representative shall be ex-officio members of the Parents Council. They shall attend the monthly meeting of the Council.

## **7. SUB-COMMITTEES**

The Council shall have the power to appoint sub-committees with particular areas of responsibility. Such sub-committees shall report regularly to the Council and shall be clearly subject to the authority of the Council, financially and otherwise.

## **8. MEETINGS**

The Parents Council shall meet on a minimum of a monthly basis at a date to be agreed by the Council.

## **9. FINANCING**

The Council shall be financed by a subscription from parents of the students in the school.

## **10. PUBLIC RELATIONS**

All media and public statements must be cleared by the Public Relations Officer or another officer authorised by the Council before release.

## **11. PARENT COUNCIL AND MANAGEMENT OF THE SCHOOL**

The Council shall have no part in the overall management of the school, which is the responsibility of the Board of Management, or in the day to day running of the school which is the responsibility of the Principal.

## **12. PARENT COUNCIL AND INDIVIDUAL PARENTS**

The Council shall always act in accordance with the aims of the Constitution and in the collective interests of all parents of the school and shall not be used as a conduit for individual grievances or aims by parents.

## **13. AMENDMENT OF CONSTITUTION**

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

## **14. WINDING UP OF THE PARENTS COUNCIL**

Winding up of the Parents Council shall only be valid if accepted at a special 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.

## **15. POLICY, PROCEDURES, AND EXPECTATIONS ON SHARING OF INFORMATION DISCUSSED AT PARENTS COUNCIL MEETINGS**

Where a parent has concerns in relation to any matters discussed at a CBS Parents Council meeting, the parent should either raise the matter with a Committee Member of the Parents Council or directly with CBS School Management. There is an expectation that information shared at Parents Council meetings is generally of a confidential nature, unless explicitly stated otherwise.

## **16. DISSEMINATION OF INFORMATION**

The agreed report of the minutes of the Parents Council meetings will be published each month on the school website.

**ENDS**