



## **MILLSTREET COMMUNITY SCHOOL**

### **PARENTS' COUNCIL**

### **CONSTITUTION**

- 1. NAME:** The name of the Council shall be Millstreet Community School Parents' Council (Comhairle Tuismitheoirí Pobalscoil Sráid a'Mhuilinn)

#### **2. CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF MILLSTREET COMMUNITY SCHOOL**

Millstreet Community school is a co-educational multi-denominational post-primary school under the joint patronage of Bishop of Kerry, C.E.I.S.T. (on behalf of the Presentation Sisters) and Cork Education and Training Board.

Our school was established under the Deeds of Trust and opened on 01.09.1973. The values of Cork ETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Kerry and the Presentation Sisters and are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Millstreet Community School are care, respect, community, inclusion, equality, justice, and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, our school provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Millstreet Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture, or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents or guardians, and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Millstreet Community School, we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

**3. OBJECTIVES OF MILLSTREET COMMUNITY SCHOOL PARENTS' COUNCIL:**

- (a) Promoting the educational and general welfare and social interests of the pupils of the school.
- (b) Helping the pupils and staff of the school in any way it can.
- (c) Supporting the right of parents to consultation and information on educational policy.
- (d) Keeping the parents of the pupils attending the school informed of problems in running the school and of current educational trends.
- (e) Acting as an advisory body, representing the views of parents on school policies and activities.
- (f) Helping to make school life more complete by organising various activities.
- (g) The fostering of good relations between parents, teachers, students, and the school authorities.

4. **MEMBERSHIP:** All parents or legal guardians of students attending the school shall be automatic members of the Council

**5. GENERAL MEETINGS:**

- (i) The Annual General meeting shall be held during September/October of each year.
- (ii) Notice shall be given fourteen days in advance the AGM.
- (iv) General Meetings shall be chaired by the Chairperson, or in the absence of the Chairperson by the Vice Chairperson. Otherwise, the Committee shall elect one of its members to chair the meeting.
- (v) A quorum for a General Meeting shall be 6 parents.

**6. COMMITTEE:**

- (a) A Committee shall administer the affairs of the Parents' Council from the members of the Council.
- (b) The committee shall appoint from among its elected members the officers of the Council: Chairperson, Vice-Chairperson, Secretary and Treasurer.
- (c) The Committee shall have power to co-opt members to fill any vacancies which occur on the Committee.
- (d) The Principal shall be co-opted to the Committee on an annual basis.
- (e) The Committee shall meet at least four times during the school year.
- (f) The agenda for each meeting shall be communicated to all members at least two days prior to the meeting. Only those items on the agenda shall be discussed at any meeting.
- (g) Minutes of all meetings shall be kept by the Hon. Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.

(h) Agenda and minutes of all meetings shall be uploaded to Microsoft Office 365 in a shared folder to which only the Committee and Principal have access.

(i) A report from the Parents' Council shall be submitted to the Secretary of the Board of Management once per term and in before the end of May each year.

(j) Each member will be elected for one year. At the AGM all Committee members step down, but they can be re-elected if they continue to be eligible to serve, that is, if they continue to be a parent or guardian of a child in the school.

(k) No member of the Committee will hold the same officer position for more than three consecutive years.

(l) The Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Parents' Council. The sub-committees or working groups carry out the decisions of the Parents' Council and are always accountable to them.

(m) A dedicated page on the School Website shall be provided to the Parents' Council and should be updated regularly. All communication regarding meetings and any activities of the Parents' Council shall be conducted by means of official Millstreet Community School channels only.

(n) A dedicated Microsoft Office 365 account, *parents@millstreetcommunityschool.ie*, shall be provided for ease of communication between the Parents' Council, the Principal, and the wider school community.

## **7. AMENDMENTS TO THE CONSTITUTION:**

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

## **8. FINANCE:**

(a) Fundraising for the school by the Parents' Council will be done with the prior arrangement of the Principal.

(b) The Parents' Council will agree as to the specific purposes for which funds are raised by the Parents' Council. Fundraising is not the primary or only purpose of the Parents' Council.

(c) All funds will be collected via the school's electronic fee collection system and will be ringfenced in the school accounts for specific purposes.

(d) An annual financial report shall be presented to the Board of Management at the end of each school year.

(e) The Board of Management has ultimate responsibility for all such funds raised and properly recording and including such in overall school accounts.

## **9. COMPLAINTS AGAINST MEMBERS OF SCHOOL STAFF OR PRINCIPAL:**

(a) The Parents' Council in discharging its functions recognise that the examination and resolution of problems relating to individual students or parents will be for determination between the individual student and/or his/her parents or guardians and the School Authorities.

(b) The Parents' Council shall not have the power to deal with complaints against members of the school staff or Principal. Such complaints should be taken directly to the Principal/Secretary of the Board of Management by the parents or guardians concerned.

(b) The Council also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

### **13. ANNUAL REPORTING:**

The Committee shall present a report of its activities during the preceding year, including a financial report to the Annual General Meeting.

**14. WINDING UP:** Winding up of the Council shall only be valid if accepted at a General 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.