coiste na dtuismitheoirí
gaelscoil na gcloch liath

Bunreacht Choiste na dTuismitheoirí

Parents' Association Committee – Constitution

Note: Use of terms to distinguish between "Parents' Association" and "Committee of the Parents' Association" are as follows:

"Parents' Association" will be known as "Na Tuismitheóirí"

"Committee of the parents' association" will be known as "Coiste na dTuismitheoirí"

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1. Ballraíocht/*Membership*

- Glacfar leis gur ball de "Na Tuismitheoirí" (Cumann na dTuismitheoirí) tuismitheoir nó caomhnóir aon dalta a fhreastalaíonn ar Ghaelscoil na gCloch Liath.
- Gairfear "Coiste na dTuismitheoirí" ar an gCoiste a thoghann an cumann agus a dhéanann ionadaíocht ar son an Chumainn.

- *The parents and guardians of all pupils attending Gaelscoil na gCloch Liath will be considered members of Na Tuismitheóirí (the parents' association).*
- *The committee elected by and representing the Association will be called Coiste na dTuismitheoiri (committee of the parents' association)*

2. Cuspóir Choiste na dTuismitheoirí / *The Purpose of Coiste na dTuismitheóirí*

- Is é an cuspóir atá ag Coiste na dTuismitheoirí ná struchtúr a chur ar fáil chun gur féidir le tuismitheoirí agus caomhnóirí na ndaltaí a fhreastalaíonn ar Ghaelscoil na gCloch Liath oibriú le chéile d'fhonn an t-oideachas is fearr a bhaint amach dá bpáistí.
- Oibreoidh Coiste na dTuismitheoirí leis an bpríomhoide, leis an bhfoireann agus leis an mBord Bainistíochta chun comhpháirtíocht éifeachtach a bhuanú idir baile agus scoil.

- *The purpose of Coiste na dTuismitheóirí is to provide a structure through which the parents/guardians of children attending Gaelscoil na gCloch Liath can work together for the best possible education for their children.*
- *Coiste na dTuismitheóirí will work with the principal, staff and board of management to build effective partnership between home and school.*

3. Aidhmeanna Choiste na dTuismitheoirí / *Aims of Coiste na dTuismitheóirí*

Is iad aidhmeanna an Choiste ná:

- cur ar chumas tuismitheoirí, trí chlár gníomhaíochtaí an choiste,a gcion féin a dhéanamh d'fhonn an t-oideachas is fearr bhaint amach dá bpáistí.
- comhoibriú idir thuismitheoirí, an fhoireann agus an bord bainistíochta a chothú.
- airgead a thiomsú nuair a shocraítear é sin a bheith cuí d'fhonn áiseanna múinte agus trealamh a chur ar fáil don scoil.
- leas na ndaltaí a chur chun cinn i bpáirt leis an mBord,leis an bpríomhoide, leis an bhfoireann agus leis na daltaí, de réir fhorálacha an Achta Oideachais 1998.
- ionadaíocht ar Chomhlachtaí Náisiúnta Oideachas a chur chun cinn.
- úsáid na Gaeilge, i measc tuismitheoirí agus páistí, a spreagadh.

- *To enable parents to play their part in ensuring the best possible education for their children, through the Coiste's programme of activities.*
- *To foster co-operation between parents, teachers and school management.*
- *To fund-raise where deemed necessary to provide teaching aids and equipment for the benefit of* the school.
- *To promote the interests of the students in co-operation with the board, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.*
- *To promote representation on relevant national Educational Bodies.*
- *To facilitate and promote the use of Irish among parents and children.*

4. Obair Choiste na dTuismitheoirí / *The Work of Coiste na dTuismitheóirí*

- Is é Coiste na dTuismitheoirí a eagróidh imeachtaí an chumainn thar ceann na mball (na tuismitheoirí)
- Eagróidh Coiste na dTuismitheoirí clár imeachtaí a spreagfaidh páirtíocht tuismitheoirí agus a thacóidh le daltaí, tuismitheoirí agus foireann na scoile. Rachaidh an coiste i gcomhairle leis an bpríomhoide agus an clár imeachtaí seo á leagan amach.

- Leagfaidh an Coiste plean imeachtaí amach do na Tuismitheoirí i gcomhar le mianta na dTuismitheoirí agus i gcomhairle leo.
- Beidh an Coiste freagrach as féachaint chuige go reáchtálfar na himeachtaí go héifeachtach agus go héifeachtúil.
- Rachaidh an Coiste i gcomhairle leis an bpríomhoide agus le grúpaí eile mar is cuí agus clár imeachtaí na bliana á leagan amach aige.
- Socróidh an Coiste modh éifeachtach cumarsáide leanúnach leis an mBord agus leis an bPríomhoide.
- Is féidir leis an gCoiste comhairle de réir an Acht Oideachais 1998, 26 (2)(a) a chur ar an bPríomhoide agus ar an mBord.

- *Coiste na dTuismitheóirí is the team that will manage the tasks of the association on behalf of the parent body (the members).*
- *Coiste na dTuismitheoiri will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the parent association will consult with the school principal.*
- *An Coiste will draw up a plan for the activities of na Tuismitheóirí, in consultation with parents and in accordance with their wishes.*
- *An Coiste will be responsible for seeing that activities are run in an efficient and effective way.*
- *An Coiste will consult with the school principal when planning the programme of activities for a particular year, along with other relevant bodies where necessary.*
- *An Coiste will arrange with the principal and board a system for ongoing communication.*
- *Coiste na dTuismitheoiri may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a)*

Chun na tascanna seo a chur i gcrích:

- Rachaidh Coiste na dTuismitheoirí i gcomhairle leis na tuismitheoirí chun seans a thabhairt dóibh a dtuairimí a nochtadh maidir le cúrsaí scoile.
- Gheobhaidh siad amach ó na tuismitheoirí na gníomhaíochtaí a spreagfaidh comhoibriú leo chun leasa na scoile.
- Gheobhaidh siad amach ó na daltaí cén chaoi gur féidir le Coiste na dTuismitheoirí cabhrú leo.
- Rachaidh siad i gcomhairle le agus cuirfidh siad comhairle ar an bPríomhoide agus an mBord Bainistíochta.

Glacann Coiste na dTuismitheoirí leis go bhfuil fadhbanna faoi leith a mbaineann leis an dalta, na tuismitheoirí agus údarás na scoile amháin.

In order to do these tasks well, Coiste na dTuismitheóirí will:

- *Consult with parents so that parents can express their views on matters relating to the school;*
- *Find out from parents about the kinds of activities that will promote parental involvement and partnership for the benefit of the students;*
- *Find out from pupils about how Coiste na dTuismitheoiri can be of help to them.*
- *Consult with and advise the Principal and the Board of Management.*

The Coiste na dTuismitheóirí recognises that problems relating to individual pupils or parents and /or teachers are a matter for determination between the individual pupil and/or parents/guardians and the school's authorities.

5. An Coiste/ The Coiste

- Toghfaidh baill na dTuismitheoirí Coiste na dTuismitheoirí le bheith i gceannas ar ghníomhaíochtaí na dtuismitheoirí.
- Ní bheidh ar Choiste na dTuismitheoirí níos lú ná 8 mball ná níos mó ná 20 ball, tofa ag na tuismitheoirí fein. Chomh fada is is feidir beidh ball ann ón scoil fein gach bliain.
- Toghfar Coiste na dTuismitheoirí gach bliain ag an gCruinniú Cinnbhliana.
- Beidh cead ag baill an tseanchoiste dul ar aghaidh sa toghchán nó éirí as an gCoiste.
- Ag an gcéad chruinniú den Choiste i ndiaidh an Chruinniú Cinnbliana, toghfar oifigigh Choiste na dTuismitheoirí. Ina measc beidh:
    - Cathaoirleach
    - Leas chathaoirleach
    - Leas-oifigeach
    - Cisteoir
    - Ról oifigigh tiomsaitheora airgid

  Tá cead ag an gCoiste tuilleadh oifigigh a thogha má tá gá leo.

  Má éiríonn oifigeach as a ról líonfaidh an Coiste an folúntas le ball eile an Choiste.
- Beidh na tuismitheoirí tofa don Bhord Bainistíochta ar Choiste na dTuismitheoirí freisin ach ní bheidh siad ina n-oifigigh.
- Ní fhanfaidh an Cathaoirleach, Leas-Chathaoirleach, Rúnaí , Cisteoir ná aon oifigeach eile níos mó ná 3 bhliain i ndiaidh a chéile.
- Má tharlaíonn sé go bhfuil áit ar an gCoiste i rith na bliana, tá cead ag an gCoiste duine de na tuismitheoirí a chomhthogha go dtí an chéad chruinniú cinnbliana eile. Éireoidh an duine seo as ag an am chéanna leis na hoifigigh eile.
- Caithfidh 50% den Choiste a bheith i láthair ag cruinniú Choiste. Mura bhfuil cuirfear an cruinniú ar ceal.
- Buailfidh fo-choistí le chéile ó am go ham agus tabharfar tuairisc ar ais don Choiste. Beidh deireadh leis an bhfo-choiste ansin mura bhfuil gá eile leis.
- Ní féidir le fo- choiste cinneadh a dhéanamh. Ta sé freagrach do Choiste na dTuismitheoirí
- Beidh cruinniú ag Coiste na dTuismitheoirí ar a laghad uair amháin sa téarma scoile nó, níos fearr arís, uair sa mhí i rith an téarma scoile.
- Cuirfidh an Rúnaí miontuairiscí agus clár ar aghaidh chuig an gCoiste 7 lá roimh gach cruinniú.
- Má ta an Cathaoirleach agus an Leas-chathaoirleach as láthair féadfar duine éigin eile a ainmniú ina n-ait. Nuair a bhíonn an Rúnaí as láthair is feidir duine eile a ainmniú ina áit don chruinniú.
- Beidh cuireadh ag an bPríomhoide bheith ag gach cruinniú de Choiste na dTuismitheoirí.
- *Tabharfar cuireadh do ionadaí ón bhfoireann múinteoireachta agus ionadaí na dtuismitheoirí ar an mBord Bainistíochta freastal ar chruinnithe an Choiste.*
- Socrófar aon cheist le comhaontú nó le vótáil láimhe. Má bhíonn an vótáil cothrom, beidh an focal scoir ag an gCathaoirleach.

- Níl cead vótála ag aon duine ach ag baill Choiste na dTuismitheoirí.
- Tá cead ag an gCoiste cuireadh a thabhairt d'aon duine chuig an gCruinniú má shocraíonn sé.
- Caithfidh gach ball de Choiste na dTuismitheoirí glacadh le cinnithe an Choiste. Glacann gach ball den Choiste cúram as cinnithe Choiste na dTuismitheoirí a fhad is atá sé/sí ina b(h)all.

- *The members of na Tuismitheóirí (Parents' Association) will elect a number of members who will have responsibility for managing the activities of na Tuismitheóirí. This team will serve as Coiste na dTuismitheóirí (committee of the Parents' Association).*
- *Coiste na dTuismitheoiri will comprise not less than 8 elected members and not more than 20 elected members. As far as possible there shall be a representative each year in the school.*
- *The members of Coiste na dTuismitheoiri will be elected each year at the AGM.*
- *The members of the existing Coiste na dTuismitheoiri will be invited at the AGM to either stand for re-election or stand down from the Coiste.*
- *At the first meeting of An Coiste following the AGM these members will elect from among their number the officers of Coiste na dTuismitheoiri who will include:*
    - *a chairperson;*
    - *a vice-chairperson;*
    - *a vice-officer*
    - *a secretary; and*
    - *a treasurer.*
    - *a funding-raising officer role*

  The Committee may, at their absolute discretion appoint additional officers.

  Should an officer(s) vacancy occur during the year the Committee may co-opt any other member of the Coiste to that post.

  Parents representatives elected to the Board of Management are automatically members of Coiste na dTuismitheóirí, but shall not hold an officer post.
- *The Chairperson, vice-chairperson, secretary, treasurer and other officers may not remain in the same office for more than three successive years.*
- *Should a vacancy occur on the committee during the year the Committee may co-opt any member of na Tuismitheóirí to fill the vacancy until the next AGM. Such member shall be deemed to retire at the same time as the elected members.*
- *The quorum for a committee meeting will be 50% of the membership of Coiste na dTuismitheóirí. Where a quorum is not present the meeting shall not proceed.*
- *Sub-committees set up for a specific purpose shall meet from time to time as required and report back to an Coiste. Such sub-committees shall be regarded as ceased once they have reported back to an Coiste unless otherwise decided by an Coiste. The subcommittees may not make decisions. They are accountable to Coiste na dTuismitheóirí*
- *An Coiste will meet at least once each term but ideally once a month during school term.*
- *The secretary will circulate minutes and agenda to an Coiste at least 7 days prior to each meeting.*
- *Where the Chair or Vice Chair is not present, an Coiste may appoint from their members a person to Chair the meeting. Where the Secretary is not present, an Coiste may appoint from their members a person to be secretary for the purposes of that meeting*

- *The school principal will be invited to attend all meetings of Coiste na dTuismitheóirí.*
- *A representative from the teaching staff and a parent from the Parent's representative on the Board of Mangement will be invited to attend Coiste meetings.*
- *Issues at the meeting will where possible, be decided by consensus, otherwise by simple majority through a show of hands. If there is an equality of votes, the Chairperson will have the casting vote.*
- *Only members of Coiste na dTuismitheóirí have the right to vote at meetings.*
- *An Coiste may invite a person or persons to attend its meetings as it deems desirable or necessary.*
- *Decisions of Coiste na dTuismitheóirí are binding to all members. Each member of Coiste na dTuismitheóirí accepts responsibility for the decisions of Coiste na dTuismitheóirí as long as he/she is a member of an Coiste.*

6. An Cruinniú Cinn Bhliana (CCB) / *Annual General Meeting (AGM)*

- Cuirfear an Cruinniú Cinn bhliana ar siúl roimh deireadh Mheán Fómhair.
- Beidh Cathaoirleach Choiste na dTuismitheoirí sa chathaoir.

  Business Deanfar taifead ar na gnéithe seo a leanas:seoladh an Chathaoirligh,tuairisc na n-oifigeach (fo-choistí),tuairisc an chisteora agus gnó ginearálta.
- Ba chóir an Cruiniú a fhógrú 14 lá roimhré do na tuismitheoirí ar fad agus clár a chur leis.
- Beidh an sean-Choiste in oifig go dtí deireadh an Chruinniú.
- Socrófar dáta an chéad chruinniú leis an gCoiste nua agus cuirfidh an Rúnaí fógra amach chuig an gCoiste nua.
- Is leor an méid ball a fhreastalaíonn ar Chruinniú Cinn bhliana (CGB) nó ar Chruinniú Ginearalta urghnách (CGU) chun cruinniú a chur ar siúl.
- *Pléifear tuairimí na dtuistí maidir le gníomhaíochtaí nua*

- *The AGM shall be held before the end of September each year.*
- *The AGM shall be chaired by Cathaoirleach an gCoiste.*

  The following will be transacted: Chairperson's address, Officer's (sub-committees) report, Treasure's report and General information.
- *Not less than fourteen days notice of the AGM shall be sent to each member of the full parent body and must be accompanied by the agenda for the meeting*
- *The outgoing Coiste will shall remain in office until the conclusion of the AGM.*
- *The date of the first meeting of the new Coiste na dTuismitheóirí will be decided at the AGM and notification will be given by the outgoing Secretary to the incoming Coiste members.*
- *The number of members present at the AGM or EGM shall constitute a quorum.*
- *The views of parents on new initiatives shall be canvassed*

7. Cruinniú Ginearálta Urghnách */Extraordinary General Meeting (EGM)*

- Eagróidh an Coiste CGU nuair atá sé riachtanach,ag brath ar vóta tromlaigh an Choiste,nó nuair a fhaigheann Oifigeach an Choiste iarratas ar chruinniú I scríbhinn,sínithe ag,ar a laghad,20 tuismitheoir ag léiriú aidhm an chruinnithe.Fógróidh an Rúnaí an cruinniú,ag míniú aidhm an

chruinnithe,laistigh d'aon mhí amháin I ndiaidh an t-iarratas a fháil.Pléifear gnó an chruinnithe,atá eagraithe roimh ré,amháin mar ábhar an chruinnithe

- *The committee shall call an EGM when it deems it necessary, on a majority vote of the Coiste, or when a written request to call an EGM is received by an officer of the Coiste, signed by at least 20 parents and stating the purpose of the proposed meeting. The secretary shall, within one month of receiving such a request. Summon the meeting, stating its purpose. No business other than that stated in the requisition shall be transacted as the subject of the meeting.*

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8. Airgead */ Finance*

- Eagrófar gníomhaíochtaí tiomsaithe airgid d'obair an Choiste.
- Beidh an Cisteoir freagrach as na cuntaisí . Tabharfaidh an cisteoir tuairisc faoi chúrsaí airgid uair sa téarma scoile.
- Beidh tuairisc scríofa ann don Chruinniú Cinn bhliana.
- Beidh cuntas bainc in ainm Choiste na dTuismitheoirí. Beidh an Cisteoir agus ball amháin eile den Choiste ceadaithe seiceanna a shíniú.

- *Coiste na dTuismitheóirí will finance its activities through fund-raising specifically for the work of an Coiste.*
- *The treasurer will be responsible for keeping the accounts of the finances. The treasurer will give a statement of income and expenditure to the meeting once a term.*
- *A written statement of income and expenditure will be given at the AGM.*
- *Coiste na dTuismitheóirí will keep a bank account in its name. The treasurer and at least one other member of an Coiste must sign cheques drawn on the account.*

9. Scéimeanna Tiomsaithe airgid don Scoil */ Fund raising for the School*

- Tiocfaidh Coiste na dTuismitheoirí agus an bord Bainistíochta le chéile maidir le scéimeanna tiomsaithe airgid agus na cúiseanna leo.
- *Fund raising for the school by the Coiste na dTuismitheóirí will be done with the prior agreement of the board. Coste na dTuismitheóirí will agree with the board the specific school projects for which funds are to be raised.*

10. Ballraíocht de Chomhairle Náisiúnta na dTuismitheoirí/ *Membership of NPC*

- Beidh comhcheangal idir Coiste na dTuismitheoirí agus Comhairle Náisiúnta na dTuismitheoirí Bunscoil agus ainmneofar baill le freastal ar ócáidí an Chomhairle.
- *Coiste na dTuismitheóirí will affiliate to National Parents Council Primary annually and nominees will be agreed to represent an Coiste at NPC events.*

11. Rúndacht / *Confidentiality*

- Déanfaidh an Coiste gach iarracht cur chuige oscailte agus dearfach a chur I bhfeidhm agus é ag roinnt eolas le phobal na scoile.

- Ag deireadh gach cruinniú,aontóidh an Coiste ar an eolas a roinnfear le tuismitheoirí,foireann na scoile agus pobal na scoile,agus ar an modh cumarsáide a úsáidfear.
- Leagfaidh an Cathaoirleach béim ar aon ábhar ón gcruinniú atá rúnda agus léireoidh gach ball meas ar seo.
- *The Coiste shall pursue a policy of openness and have a positive approach to sharing information with the school community.*
- *At the closure of each Coiste meeting the members shall agree the information to be conveyed to parents, school staff and the school community, and the manner and terms in which it should be conveyed and by whom.*
- *Any matters that arise at meetings which require confidentiality should be explicitly stated by the Chairperson and respected by all members.*

12. Ag Athrú an Bunreachta */ Changing the Constitution*

- Is féidir an Bunreacht a athrú ag an gCruinniú Cinn bhliana. Cuirfear rúin/moltaí i scríbhinn chun an Bunreacht a athrú chuig Coiste na dTuismitheoirí. Scaipfear na rúin/moltaí i measc na tuismitheoirí roimh an Cruinniú Cinn bhliana. Beidh cead vótála ag gach tuismitheoir sa scoil ar na rúin/moltaí seo.

- *Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to Coiste na dTuismitheoiri. Coiste na dTuismitheoiri will then circulate these motions to all parents before the AGM. All parents of children in the school at the meeting are eligible to vote on the proposals.*

13. Árachas /Insurance

- Eagróidh an Coiste árachas dliteanais phoiblí,mar aonad neamhspleách,gach bliain chun ócáidí,cruinnithe agus imeachtaí eile (imeachtaí tiomsaithe airgid),atá eagraithe ag an gCoiste, a chlúdu.

- *As a separate entity to the school, the Coiste will arrange public liability insurance each year to cover events, meetings, and any activities (including fund-raisers) arranged by the Coiste.*

Athruithe*/Version Control*

Rev 1.0 - Daingnithe ag Cruinniú Cinn Bhliana 2009	*Ratified at AGM, September 2009*
Rev 2.0 - Athraithe agus Daingnithe ag CCB 2010	*Amended & Ratified at AGM, Sept 2010*
Rev 3.0 - Athraithe agus Daingnithe ag CCB 2016	*Amended & Ratified at AGM, Sept 2016*