

Gaeilscoil  
Thaobh na Coille



## Bunreacht Chumann na dTuismitheoirí, Gaeilscoil Thaobh na Coille

Feabhra 2013

I nGaeilscoil Thaobh na Coille, creidimid go bhfuil an chomhpháirtíocht idir an baile agus an scoil tábhachtach toisc go bhfaigheann an páiste an t-eispéaras is fearr ar oideachas bunskoile trí pháirtíocht atá dearfach agus gníomhach. Creidimid, mar a léiríonn an taighde:

- go n-éiríonn níos fearr le páistí, go mbíonn a n-iompar níos fearr agus go bhfuil siad níos sásta ar scoil nuair a oibríonn tuismitheoirí agus múinteoirí as lámha a chéile agus nuair atá tuismitheoirí in ann tacaíocht a thabhairt dá bpáistí sa bhaile
- gur féidir le múinteoirí jab níos fearr a dhéanamh nuair a fhaigheann siad tacaíocht ó thuismitheoirí agus nuair a oibríonn siad go dlúth leo
- gur féidir le tuismitheoirí jab níos fearr a dhéanamh nuair atá tacaíocht acu ó thuismitheoirí eile.

Tá ról lárnach ag Cumann na dTuismitheoirí tacú leis an gcomhpháirtíocht seo idir an scoil agus an baile.

### 1. **Ainm:**

- 1.1 'Cumann na dTuismitheoirí' a bheidh ar an eagraíocht seo agus déanfar tagairt dó as seo amach mar 'Cumann na dTuismitheoirí'.
- 1.2 'Coiste na dTuismitheoirí' a bheidh ar choiste na heagraíochta agus déanfar tagairt dó as seo amach mar 'Coiste'.

### 2. **Aidhm Chumann na dTuismitheoirí**

- 2.1 Tugann Cumann na dTuismitheoirí an strúchtúr do thuismitheoirí/caomhnóirí na ndaltaí a fhreastalaíonn ar Gaeilscoil Thaobh na Coille dul ag obair le chéile chun an t-oideachas agus an timpeallacht scoile is fearr a chur ar fáil do dhaltaí na scoile.
- 2.2 Oibríonn Cumann na dTuismitheoirí leis an bpríomhoide, leis an bhfoireann agus le Bord Bainistíochta na scoile chun comhoibriú agus páirtíocht éifeachtach a thógáil idir an baile agus an scoil.

- 2.3 Cuireann Cumann na dTuismitheoirí leas na ndaltaí i nGaelscoil Thaobh na Coille chun cinn i gcomhpháirtíocht leis an mBord Bainistíochta, an príomhoide, na múinteoirí agus na daltaí i gcomhréir leis an Acht Oideachais, 1998.
- 2.4 Cuireann Cumann na dTuismitheoirí éiteas na scoile chun cinn go gníomhach tríd an nGaeilge agus a cultúr a chur chun cinn i measc na ndaltaí, a dtuismitheoirí agus pobal na scoile san iomlán.
- 2.5 Iarrachtaí a dhéanamh tuismitheoirí/caomhnóirí dhaltaí na scoile a chur ar an eolas faoin scoil agus deiseanna a chur ar fáil do theaghligh aithne a chur ar a chéile. Deis cumarsáide a chruthú idir na teaghligh, na múinteoirí agus na daltaí i nGaelscoil Thaobh na Coille.
- 2.6 Oibrithe deonacha a chur ar fáil le freastal ar riachtanais na scoile agus chun dul ag obair ar ghníomhaíochtaí tiomsaithe airgid, le cabhrú le haidhmeanna na scoile.
- 2.7 Ionadaithe ainmnithe na dtuismitheoirí a chur ar fáil don Bhord Bainistíochta.

Ní bhíonn baint ag Cumann na dTuismitheoirí le hobair ghairmiúil an mhúinteora sa seomra ranga. An príomhoide, foireann cigireachta na Roinne Oideachais agus an Bord Bainistíochta atá freagrach as teagasc agus foghlaim.

Aithníonn Cumann na dTuismitheoirí gur idir an dalta féin, an tuismitheoir/caomhnóir agus údárais na scoile a bhíonn sé fadhbanna a bhaineann le daltaí ar leith nó le tuismitheoirí nó le múinteoirí a réiteach agus molfaidh siad do thuismitheoirí na nósanna imeachta aontaithe atá leagtha amach i lámhleabhar an Bhoird Bainistíochta a leanúint.

### **3. Aidhmeanna Chumann na dTuismitheoirí**

- 3.1 Cabhrú agus tacú leis an mBord Bainistíochta.
- 3.2 Cabhrú le tuismitheoirí ról tábhachtach a bheith acu in aidhmeanna agus spriocanna na scoile.
- 3.3 Éiteas cultúrtha na scoile a chur chun cinn i measc na ndaltaí, a dtuismitheoirí agus an pobal san iomlán.
- 3.4 Cinntiú go dtéann an scoil i gcomhairle leis na tuismitheoirí nuair atá polasaí scoile ábhartha á fhorbairt.
- 3.5 Cinntiú go bhfuil tuismitheoirí, an Bord Bainistíochta, an Príomhoide agus an fhoireann ag obair le chéile lena chinntiú go bhfuil an scoil ag feidhmiú mar is ceart agus go bhfuil siad ag cloí leis na polasaithe agus leis na nósanna imeachta atá aontaithe.
- 3.6 Deis a chur ar fáil do thuismitheoirí a bheith ag cur le timpeallacht foghlama na ndaltaí.
- 3.7 Cinntiú go mbíonn obair phobal na scoile san iomlán dírithe i gcónaí ar riachtanais na bpáistí go léir sa scoil.
- 3.8 Scileanna agus buanna na dtuismitheoirí a bheadh úsáideach don scoil a aithint agus a chur ar fáil don scoil.
- 3.9 Leas na ndaltaí a chur chun cinn i gcomhpháirtíocht leis an mBord Bainistíochta, Príomhoide, múinteoirí agus daltaí, i gcomhréir le forálacha an Acht Oideachais, 1998.

Níl teorainn ar an méid gur féidir le Cumann na dTuismitheoirí a dhéanamh le tacú leis an bPríomhoide agus leis na múinteoirí aidhmeanna na scoile a bhaint amach. In aineoinn sin, ról tacúil

atá ag Cumann na dTuismitheoirí agus ní cheart don chumann bac a chur roimh ról gairmiúil an Phríomhoide agus na múinteoirí.

#### **4. Obair Chumann na dTuismitheoirí**

4.1 Tabharfaidh Cumann na dTuismitheoirí faoi chlár de ghníomhaíochtaí a chuirfidh rannphairtíocht na dtuismitheoirí chun cinn agus a tacóidh le daltaí, tuismitheoirí agus foireann na scoile. Rachaidh Cumann na dTuismitheoirí i gcomhairle leis an bpríomhoide/An Bord Bainistíochta nuair atá gníomhaíochtaí á phleanáil acu.

#### **5. Ballraíocht de Chumann na dTuismitheoirí**

5.1 Tá ballraíocht Chumann na dTuismitheoirí oscailte do Thuismitheoirí/Chaomhnóirí na ndaltaí atá ag freastal ar Thaobh na Coille.

5.2 Beidh sé de cheart ag Tuismitheoirí/ Caomhnóirí freastal ar Chruinnithe Cinn Bhliana an Chumainn agus leas a bhaint as buntáistí agus cearta Chumann na dTuismitheoirí.

#### **6. Coiste Chumann na dTuismitheoirí**

6.1 Toghfaidh na baill de Chumann na dTuismitheoirí Coiste le seisear ball déag air ar a mhéad agus le hochtar ball air ar a laghad. Beidh an Coiste seo freagrach as ionadaíocht a dhéanamh do thuismitheoirí Ghaelscoil Thaobh na Coille agus as bainistíocht a dhéanamh ar Chumann na dTuismitheoirí.

6.2 **Toghtar baill nua den Choiste ag an CCB sa dara téarma scoile. Feidhmeoidh an coiste atá ag éirí as i ról meántóireachta don choiste nua go deireadh na scoilbhliana.**

6.3 Toghfar ionadaithe ó na ranganna éagsúla ag Cruinnithe Cinn Bhliana Chumann na dTuismitheoirí nuair atá gnó na gcruinnithe déanta.

6.4 Ba cheart go mbeadh beirt ionadaithe ranga ó gach bliain agus de réir mar a fhásann an scoil, ba cheart go hidéalach go mbeadh tuismitheoir buachalla agus tuismitheoir cailín ó gach rang mar ionadaithe ranga.

6.5 Is faoin gcoiste atá sé ionadaí nó baill bhreise nó daoine eile a chomhthoghadh le bheith ar an gcoiste go dtí deireadh an téarma reatha.

6.6 Is féidir fochoistí a bhunú do thascanna áirithe. Beidh sé de cheart ag fochoistí daoine a chomhthoghadh le cabhrú leo lena gcuid oibre. Níl cead ag na fochoistí cinní a dhéanamh; bíonn siad freagrach i gcónaí don phríomhChoiste.

6.7 Dáilfear gníomhaíocht bhliantúil amháin nó ócáid tiomsaithe airgid don scoil amháin do rang le heagrú. Déanfaidh ionadaí ranga comhordú ar an ócáid. Cinnteoidh an cur chuige seo go bhfuil dualgais eagrúcháin an Choiste roinnte go cothrom tríd an scoil.

6.8 Moltar go láidir do thuismitheoirí/caomhnóirí téarma oifige amháin ar a laghad a chur i gcrích le linn an tréimhse a chaitheann a bpáiste i nGaelscoil Thaobh na Coille.

6.9 Beidh sé de chumhacht ag an gCoiste feidhmiú in ainm Chumann na dTuismitheoirí agus beidh an Coiste freagrach as curaimí agus as polasaí ginearálta a stiúradh i gcomhréir le haidhmeanna Chumann na dTuismitheoirí atá leagtha amach in Alt 3.

6.10 Beidh an Coiste freagrach as ócáidí tiomsaithe airgid agus ócáidí sóisialta na scoile a chomhordú.

- 6.11 Casfaidh an Coiste laistigh de choicís ón gCruinniú Cinn Bhliana agus ag an gcruinniú sin, toghfar Cathaoirleach, Leas-Chathaoirleach, Rúnaí, Cisteoir, Leas-Chisteoir agus Oifigeach Cumarsáide.
- 6.12 Ina dhiaidh sin, tiocfaidh an Coiste le chéile uair amháin ar a laghad sa mhí le linn na scoilbhliana.

## **7. Coiste a thoghadh**

- 7.1 Toghfar baill an Choiste gach bliain ag Cruinniú Cinn Bhliana Chumann na dTuismitheoirí.
- 7.2 Toghfar gach ball do théarma bliana. Ag an gcruinniú Cinn Bhliana, éiríonn gach ball den choiste as ach is féidir iad a thoghadh arís fad is atá siad incháilithe le bheith ar an gcoiste – fad is atá a bpáiste fós ag freastal ar an scoil.

## **8. Obair Choiste na Tuismitheoirí**

- 8.1 Beidh an Coiste freagrach as a chinntiú go lorgaítear tuairimí na dtuismitheoirí maidir haon ní a bhaineann leis na tuismitheoirí go léir. D'fhéadfadh an Coiste comhairle a thabhairt don Phríomhoide agus don Bhord Bainistíochta ar cheisteanna a bhaineann leis an scoil i gcomhréir leis an Acht Oideachais, 1998, 26. – (2)(a) Is é an Coiste an fhoireann a dhéanfaidh bainistiú ar thascanna an Chumainn ar son na dtuismitheoirí (na baill).
- 8.2 Cruthóidh an Coiste plan do ghníomhaíochtaí an chumainn, i gcomhairle le tuismitheoirí agus i gcomhréir lena mianta.
- 8.3 Beidh an Coiste freagrach as a chinntiú go n-eagraítear gníomhaíochtaí ar bhealach atá éifeachtúil agus éifeachtach.
- 8.4 Rachaidh an Coiste i gcomhairle le Príomhoide na scoile agus leis an mBord Bainistíochta nuair atá clár imeachtaí do bhliain ar leith á phleanáil.
- 8.5 Eagróidh an Coiste córas leis an bPríomhoide agus leis an mBord Bainistíochta, córas a chinnteoidh go bhfuil cumarsáid leanúnach ann.
- 8.6 Tabharfaidh an coiste tuairisc do na tuismitheoirí (na baill) maidir lena gcuid oibre ag an gcruinniú Cinn Bhliana.
- 8.7 Déanfaidh an Coiste bainistíocht agus míniú ar aon airgead a bhailíonn nó a chaitheann Cumann na dTuismitheoirí.

## **9. Cruinnithe Ginearálta**

- 9.1 Reachtálfar cruinnithe ar dháta atá socraithe ag an gCoiste.
- 9.2 Cuirfear fógra faoi chruinnithe amach 15 lá roimh Chruinniú Ginearálta.
- 9.3 Ba cheart clár an chruinnithe a chur amach chuig baill cúig lá roimh an gcruinniú.
- 9.4 Nuair atá Cruinniú Cinn Bhliana i gceist, cuirfear Ráiteas Cuntais don scoilbhliain roimhe sin ar fáil.
- 9.5 Beidh rún ar bith atá faighte ag an Rúnaí i scríbhinn 10 lá roimh an gcruinniú, ar a mhóille, atá molta agus tacaíocht léirithe ag baill dó, le féiceáil ar an bhfógra ag an gcruinniú.
- 9.6 Ba cheart cóipeanna leictreonacha de na miontuairiscí a choinneáil agus gnó ar bith eile a bhaineann leis an gCoiste a chur chuig an mBord Bainistíochta nuair a thagann deireadh leis an téarma oifige atá ag an gCoiste.

- 9.7 Coinneoidh an Coiste Baill de Chumann na dTuismitheoirí ar an eolas faoina ngníomhaíochtaí trí shuíomh gréasáin na scoile, an clár fógraí agus gach cumarsáid rialta eile.
- 9.8 Pléifidh an Coiste gach togra a fhaigheann siad i scríbhinn (glactar le hábhar i bhfoirm ríomhphoist) ó Bhaill Chumann na dTuismitheoirí agus cuirfidh siad a moltaí ar ais chuig an togróir.
- 9.9 Déanfaidh beirt bhaill de Chumann na dTuismitheoirí – máthair amháin agus athair amháin nó caomhnóir fireann amháin agus banchaomhnóir amháin – ionadaíocht ar an mBord Bainistíochta ar son na dtuismitheoirí. Is iad an bheirt tuismitheoirí a thoghtar ionadaithe na dtuismitheoirí ar an mBord Bainistíochta – mar atá i gcás ball foirne, ionadaithe pobail srl. a thoghtar. Is cuid den ‘comhlacht corparáideach’ iad an bheirt tuismitheoirí anois i.e. An Bord Bainistíochta. Is é dualgas an bhoird an scoil a bhainistiú. Cuirfidh an bheirt, ionadaithe na dtuismitheoirí, le agus seasfaidh siad le cinní agus le polasaithe an bhoird – ach nuair a thoghtar iad chuig an mbord is ‘Comhaltaí boird’ iad, ionadaithe nach ndéanann ionadaíocht ar an mbord ar son tuismitheoirí ar leith nó ar son Chumann na dTuismitheoirí.
- 9.10 **An Cathaoirleach** - Déanfaidh an Cathaoirleach cathaoirleacht ar gach cruinniú agus ag Cruinnithe Cinn Bhliana an Choiste. Mura bhfuil an Cathaoirleach ar fáil, déanfaidh an Léas-Chathaoirleach, cathaoirleacht ar na cruinnithe.
- 9.11 **An Rúnaí** - Beidh sé de dhualgas ar an Rúnaí miontuairiscí cruinne agus buana a choinneáil ó Chruinnithe agus ó Chruinnithe Cinn Bhliana an Choiste agus cuirfear iad gan mhoill chuig baill an Choiste.
- 9.12 **An Cisteoir** - Coinneoidh an Cisteoir taifead ar chuntais Chumainn na dTuismitheoirí agus cuirfidh sé nó sí na cuntais ar fáil don CCB chomh maith.
- 9.13 **An tOifigeach Cumarsáide** - Is é an ról atá an Oifigeach Cumarsáide ná a chinntiú go gcuirtear scéal chuig na tuismitheoirí in am trí na bealaí cumarsáide cuí agus rannán na dtuismitheoirí ar shuíomh gréasáin na scoile a choinneáil suas chun dáta.
- 9.14 Ní mór don Choiste a chinntiú go bhfuil teagmhálaí oiriúnach acu le haistriúchán a dhéanamh mura bhfuil aon duine oiriúnach ar fáil ar an gCoiste féin.

## **10. Maoiniú**

- 10.1 Tacóidh an Coiste le gníomhaíochtaí Chumann na dTuismitheoirí trí ghníomhaíochtaí tiomsaithe airgid.
- 10.2 Ceapfar Cisteoir ó bhaill an chumainn agus beidh an duine sin freagrach as taifead a choinneáil ar ioncam agus ar chaiteachas Chumann na dTuismitheoirí.
- 10.3 Cuirfidh an Cisteoir ráiteas ar Ioncam agus ar Chaiteachas ar fáil ag gach cruinniú den choiste.
- 10.4 Cuirfear ráiteas scríofa den ioncam agus den chaiteachas ar fáil ag an CCB agus cuirfear cóip den ráiteas sin ar aghaidh chuig an mBord Bainistíochta mar eolas.
- 10.5 Coinneoidh Cumann na dTuismitheoirí cuntas bainc ina ainm. Beidh dhá shíniú ag teastáil ó gach seic atá eisithe. Ní mór don Chisteoir agus do bhall sannta amháin eile ar a laghad gach seic ón gcuntas a shíniú.

## **11. Airgead a bhailiú ar son na Scoile**

- 11.1 Baileoidh Cumann na dTuismitheoirí airgead ar son na scoile le comhaontú roimh ré ón mBord Bainistíochta.

- 11.2 Aontóidh an Coiste na cuspóirí a bheidh ag aon airgead bailithe ag Cumann na dTuismitheoirí.
- 11.3 Tá Cumann na dTuismitheoirí i dteideal airgead a bhailiú le hóc as riarachán agus gníomhaíochtaí an chumainn.
- 11.4 Ní mór cuntais iomlána a choinneáil agus a chur ar fáil ag CCB Chumann na dTuismitheoirí.
- 11.5 Ba cheart do Chumann na dTuismitheoirí dul i gcomhairle leis an mBord Bainistíochta maidir le hairgead a bhailiú don scoil nó do thionscadail scoile.
- 11.6 Ní mór faomhadh an bhoird a fháil sula mbailítear an t-airgead sin.
- 11.7 Caithfidh an Bord Bainistíochta an t-airgead sin i gcomhairle le Cumann na dTuismitheoirí.
- 11.8 Ullmhaíonn an Bord cuntas iomlán ar ioncam agus ar chaiteachas ag deireadh gach bliain agus bíonn an cháipéis sin ar fáil do thuismitheoirí.
- 11.9 Ní mór airgead a bailíodh chun críocha sonracha a chaitheamh ar na cuspóirí sin.

## **12. An Bunreacht a Leasú**

- 12.1 Is féidir leasuithe a dhéanamh ar an mbunreacht ag an CCB nó ar uair na práinne, is féidir Cruinniú Ginearálta Urghnách (CGU) a eagrú don sainchuspóir sin.
- 12.2 Ní mór moltaí a bhaineann le leasú a dhéanamh ar an mBunreacht a chur i scríbhinn chuig an gCoiste. Scaipfidh an Coiste na moltaí sin chuig na tuismitheoirí ar fad roimh an CCB/CGU. Tá sé de cheart ag tuismitheoirí a bhfuil páistí acu sa scoil vóta a chaitheamh ar na moltaí sin ag an gcruinniú.

Gaelscoil  
Thaobh na Coille



## **Bunreacht Cumann na dTuismitheoirí, Gaelscoil Thaobh na Coille**

Constitution of the Parent Association of Gaelscoil Thaobh na Coille

Feabhra 2013

In Gaelscoil Thaobh na Coille we believe that partnership between home and school is important because with positive and active partnership the child gets the best that primary education can offer. We believe, as research has shown that:

- Children do better, behave better and are happier at school when parents and teachers work closely together and when parents are able to give their children support at home
- Teachers can do a better job when they are supported by and work closely with parents
- Parents can do a better job when they have the support of other parents

Cumann na dTuismitheoirí is the key mechanism that can support this home/school partnership.

### **1. Ainm : Name**

- 1.1 The name of this organisation shall be Cumann na dTuismitheoirí Ghaelscoil Thaobh na Coille, hereafter referred to as 'Cumann na dTuismitheoirí'.
- 1.2 The name of the committee of the organisation shall be Coiste na dTuismitheoirí, hereafter referred to as the 'Coiste'.

### **2. The Purpose of Cumann na dTuismitheoirí**

- 2.1 Cumann na dTuismitheoirí is the structure through which the parents/guardians of pupils attending Gaelscoil Thaobh na Coille can work together to provide the best possible education & school environment for the pupils attending the school.
- 2.2 Cumann na dTuismitheoirí works with the principal, staff and Board of Management to build effective co-operation and partnership between home and school.
- 2.3 Cumann na dTuismitheoirí promotes the interests of the pupils of Gaelscoil Thaobh na Coille in cooperation with the Board of Management, principal, teachers and pupils in accordance with the Education Act, 1998.

- 2.4 Cumann na dTuismitheoirí undertakes to promote the ethos of the school by actively promoting the Irish language and its culture among the children, their parents and the school community as a whole.
- 2.5 To make efforts to inform the parents/guardians of pupils about the school and to provide opportunities for families to get to know each other. To provide a vehicle of communication among the families, teaching body and pupils of Gaelscoil Thaobh na Coille
- 2.6 To provide volunteers for needs of the school as required and to engage in fundraising activities, thereby assisting the goals of the school.
- 2.7 To provide parent representative nominees to the Board of Management.

Cumann na dTuismitheoirí does not involve itself in the professional work of a teacher within a classroom. The principal, the Department of Education Inspectorate and the Board of Management have responsibility for teaching and learning.

Cumann na dTuismitheoirí recognises that problems relating to individual pupils or parents and or teachers are a matter for determination between the individual pupil and or parent/guardian and the school authorities and as such will refer individual parents to follow the agreed procedures as are set out in the Board of Management handbook.

### **3. The Aims of Cumann na dTuismitheoirí**

- 3.1 To help and support the Board of Management.
- 3.2 To enable parents to play a meaningful role in supporting the aims & objectives of the school.
- 3.3 To promote the cultural ethos of the school among the children, their parents and the community as a whole.
- 3.4 To ensure parents are meaningfully consulted in the development of relevant school policies.
- 3.5 To ensure that parents, Board of Management, Principal & staff work together to ensure the smooth operation of the school by adhering to agreed policies and procedures.
- 3.6 To enable parents to contribute to an enhanced learning environment for pupils.
- 3.7 To ensure that the work of the whole school community is at all times focused on the collective needs of all the children in the school.
- 3.8 To identify and make available the skills and talents of individual parents that may be valuable to the school.
- 3.9 Cumann na dTuismitheoirí will promote the interests of the students in co-operation with the Board of Management, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

There is no limit to what Cumann na dTuismitheoirí can do to support the Principal and teachers in achieving the aims of the school. However, Cumann na dTuismitheoirí plays a supporting role and must not hinder the professional role of the Principal and teachers.

### **4. The Work of Cumann na dTuismitheoirí**

- 4.1 Cumann na dTuismitheoirí 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/Board of Management.

## **5. Membership of Cumann na dTuismitheoirí**

- 5.1 Membership of Cumann na dTuismitheoirí is open to all Parents/Guardians of the pupils attending the Gaelscoil Thaobh na Coille
- 5.2 Parents/Guardians shall be entitled to attend and vote at all Annual General Meetings of Cumann na dTuismitheoirí and to participate in all benefits and rights of Cumann na dTuismitheoirí.

## **6. The Coiste of Cumann na dTuismitheoirí**

- 6.1 The members of Cumann na dTuismitheoirí will elect a Coiste with a maximum of 16 and a minimum of 8. This Coiste will have responsibility for representing the parents of Gaelscoil thaobh na Coille and managing Cumann na dTuismitheoirí.
- 6.2 **The incoming Coiste members are elected at the AGM in the 2<sup>nd</sup> school term and the outgoing Coiste will shadow the new coiste in a mentoring role until end of the School year.**
- 6.3 Representation of various classes shall be elected at the Annual General Meetings of Cumann na Tuismitheoirí after the business of the general meetings has been concluded.
- 6.4 There should be a minimum of 2 class representatives per each year, as the school grows ideally there should be a parent of a boy and parent of a girl in each class as a class representative.
- 6.5 The Coiste may, at its discretion, co-opt to the Coiste, replacement or additional members or others to serve to the end of the current Coiste term of office.
- 6.6 Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main Coiste.
- 6.7 At least one yearly activity or school fundraising event will be allocated to a class to organise co-ordinated by a class representative. This will ensure that the organising duties of the Coiste are fairly distributed throughout the school.
- 6.8 Parents/guardians are strongly encouraged to serve at least one term of office on the Coiste during their child's school life at Gaelscoil Thaobh na Coille.
- 6.9 The Coiste shall have full power to act in the name of Cumann na dTuismitheoirí and shall be responsible for the management of the affairs of Cumann na dTuismitheoirí and for directing general policy in accordance with the aims of Cumann na dTuismitheoirí as set out in Article 3.
- 6.10 The Coiste will be responsible for the co-ordination of school fundraising and social activities.
- 6.11 The Coiste shall meet within a fortnight of the Annual General Meeting and shall at this meeting elect from its members- a Cathaoirleach, a Leas-Cathaoirleach, a Rúnaí, a Treasurer, a Leas-Treasurer and a Communications Officer.
- 6.12 Thereafter the Coiste shall meet at least once in each month during the school year.

**7. The Election of the Coiste**

- 7.1 The members of the Coiste will be elected each year at the AGM of Cumann na dTuismitheoirí.
- 7.2 Each member will be elected for one year. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is as long as they continue to be a parent or guardian of a child in the school.

**8. The Work of Coiste na dTuismitheoirí**

- 8.1 The Coiste will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. The Coiste may 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 Coiste is the team that will manage the tasks of the Cumann on behalf of the parent body (the members).
- 8.2 The Coiste will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.
- 8.3 The Coiste will be responsible for seeing that activities are run in an efficient and effective way.
- 8.4 The Coiste will consult with the school Principal and Board of Management when planning the programme of activities for any particular year.
- 8.5 The Coiste will arrange with the Principal and Board of Management a system for ongoing communication.
- 8.6 At the annual general meeting (AGM) the committee will report to the parent body (the members) about its work.
- 8.7 The Coiste will manage and account for any funds collected or expended by Cumann na dTuismitheoirí.

**9. General Meetings**

- 9.1 Meetings will be held on a date determined by the Coiste.
- 9.2 Notice of meetings will be sent out 15 days prior to a General Meeting
- 9.3 The agenda for the meeting should be sent out to the members 5 days prior to the meeting.
- 9.4 In the case of the Annual General Meeting, a copy of the Statement of Accounts for the previous school year shall be included.
- 9.5 Any resolution duly proposed and seconded by members which is received in writing by the Secretary not later than 10 days preceding the meeting shall appear on the notice convening the meeting.
- 9.6 Electronic copies should be kept of the minutes and other Coiste business and handed over to the Bord of Management at the end of the Coiste's term of office.
- 9.7 The Coiste shall keep the Members of Cumann na Tuismitheoirí informed of its activities through the school website, the notice board and other regular communications.
- 9.8 The Coiste shall examine all proposals received in writing (email is accepted) from Members of Cumann na Tuismitheoirí and shall report their recommendations thereon back to the proposer.

- 9.9 Two members of Cumann na dTuismitheoirí – one mother and one father or one female and one male Guardian will represent the parents on the Board of Management. The two elected parents are the ‘representatives’ of the parent body on the BOM – as is case with 1 elected staff rep community reps etc. The two parents are now part of a ‘Body Corporate’ ie the Board of Management, whose function is to manage the school. The two parent reps contribute to and uphold the decisions & policies of the BOM – but once they are elected onto the board they are ‘Board Members’ and do not represent individual parents or Cumann na dTuismitheoirí on the Board.
- 9.10 **The Cathaoirleach** The Cathaoirleach or, in his or her absence, the Leas-Chathaoirleach, shall take the Chair at all Coiste and Annual General Meetings.
- 9.11 **The Rúnaí** It shall be the duty of the Rúnaí to keep proper and permanent Minutes of Coiste and General Meetings and distribute in a timely manner to the Coiste members.
- 9.12 **The Cisteoir** The Treasurer will maintain the accounts of Cumann na dTuismitheoirí, including providing the accounts for the AGM.
- 9.13 **The Communications Officer** The role of the Communications Officer is to ensure timely notification of events to the Parent Body through the appropriate communication channels and update the parents section on the school website.
- 9.14 Ensure that the Coiste have an appropriate contact to translate if there is no one suitable on the Coiste.

## **10. Finance**

- 10.1 The Coiste will finance the activities of Cumann na dTuismitheoirí through fundraising.
- 10.2 A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of Cumann na dTuismitheoirí’s finances.
- 10.3 The Treasurer will give a statement of income and expenditure at each committee meeting.
- 10.4 A written statement of income and expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for their information.
- 10.5 Cumann na dTuismitheoirí will keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account.

## **11 Fundraising for the School**

- 11.1 Fundraising for the school by Cumann na dTuismitheoirí will be done with the prior agreement of the Board of Management.
- 11.2 The Coiste will agree with the Board of Management as to the specific purposes for which funds are to be raised by Cumann na dTuismitheoirí.
- 11.3 Cumann na dTuismitheoirí is entitled to raise funds for the administration and activities of the Cumann.
- 11.4 Full accounts must be maintained and presented at the AGM of Cumann na dTuismitheoirí
- 11.5 Cumann na dTuismitheoirí should consult with the Board of Management about fundraising for the school or school projects
- 11.6 The approval of the Board is needed prior to the raising of such funds

- 11.7 The expenditure of these funds is by the Board of Management in consultation with Cumann na dTuismitheoirí.
- 11.8 The Board prepares a total account of income and expenditure at the end of each year and this is available to parents
- 11.9 Any funds raised must be used for the purpose(s) for which the money was collected

## **12 Changing the Constitution**

- 12.1 Changes to the constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose.
- 12.2 Proposals to change the constitution must be submitted in writing to the Coiste. The Coiste will then circulate these proposals to all parents before the AGM/EGM. All parents of children in the school at the meeting are eligible to vote on the proposals.