Headfort School

Parent Teacher Association

Reviewed September 2025, Next Review September 2026

Mission statement

The Parent Teacher's Association (PTA) is a collaborative body of parents and school staff that supports the school community. Its primary role is to foster strong relationships between parents, teachers, and the school, enhance the student experience, and contribute to school improvement. This is achieved through organising events, fundraising for resources, volunteering, and providing a channel for parental feedback into school life. Every PTA meeting includes a standing invitation to the Board of Trustees.

ROLE OF A PARENT REPRESENTATIVE.

The Parent Representative (Parent Rep) serves as a member of the Headfort PTA and represents their assigned class at these meetings. The aim of being a Parent Rep is to support the school in developing its community and culture.

Role of the Parent Rep:

- Promote the school.
- Fundraise for the PTA and School through events and activities.
- Encourage Parents in the class to volunteer and support the school activities and events.
- Inform Parents about matters raised at PTA meetings.
- Seek ideas and general opinions from Parents concerning their children's education, development and wellbeing to be discussed at PTA meetings.

- Welcome new families and assist them with connecting with other families in the class.

The opinions and any concerns raised by the Parents Reps at a PTA meeting must be of a general nature. The PTA does not have a role in pursuing individual complaints. If a Parent has a concern regarding school issues, they will be advised of the proper channels with which to address them. (At School: Class Teacher to Head of Learning to the Head and if required to the Board of Trustees). The PTA will direct the Parent(s) with complaints to the Complaints Policy on the school website.

The use of social media platforms such as WhatsApp Group Chats is solely for the purpose of positive parent engagement and the creation of a positive culture at the school. The onus does not rest with the Parent Representative to mediate online conversations. Parents should be referred to the complaint's policy of the school, to raise questions or concerns appropriately.

1. DEFINITIONS

1.1 "Headfort Parent Teachers Association" (the "PTA"): The Headfort Parent Teachers Association is the official name of the Parents' association. The PTA represents the collective body of parents and guardians of children currently enrolled at Headfort School, including those parents/guardians residing both in Ireland and abroad.

1.2 Address of the PTA: The official address for the Headfort Parents' Association is Headfort School, Kells Co Meath.

1.3 Parent/Guardian: Any reference to a Parent or Parents within this document shall be understood to encompass a guardian or guardians of any child or children presently enrolled at Headfort School.

1.4 "Headfort Leadership": Headfort Leadership refers to the senior management team of Headfort School, including but not limited to the Headmaster, Head of Learning and any other individuals designated as part of the school's executive leadership team.

1.5 "Board of the Headfort Trust": The Board of Headfort Trust refers to the governing body responsible for the oversight of Headfort School. This board is tasked with setting the strategic direction of the school, ensuring financial stability, and upholding the school's mission and values. The Board of Trustees is comprised of individuals appointed for their expertise, commitment to the school's ethos, and ability to contribute to the school's long-term success.

1.6 "Parent Representative": An elected member of the Parent's Teacher Association

2. AIMS AND OBJECTIVES

The PTA will be organised, managed and run by elected parents & teachers. at the school in keeping with the agreed aims and objectives as follows:

2.1 To promote the education and welfare of the pupils in accordance with the ethos and objectives of Headfort School while not becoming involved with the process of management of the school. The PTA recognises that problems or issues relating to individual pupils and/or staff are for the Headfort Leadership team to resolve and cannot be discussed or raised at any meeting of the PTA or of any of its committees.

The role of the PTA is to endeavour to act in the best interests of the reputation of the school, the parents and children of the school. It will not, nor will any of its members, act as representatives of the school.

2.2 To provide opportunities for discussion, information and consultation about matters of common and/or topical interest to parents, teachers, *pastoral care* and pupils of the school.

2.3 To assist the school in recruiting volunteers to help with activities and fundraising as requested by the Headfort Leadership but in compliance with any An Garda Síochána vetting requirements.

2.4 To promote and support the role of parents and guardians as the prime educators of their children.

2.5 To give practical assistance to support the school and educational & extracurricular activities of the school. This will include advice and suggestions for the review of relevant school policies and documentation.

2.6 To organise activities to foster the development of the Headfort parent community.

2.7 To give due respect to the individual pupils, parents and staff in pursuit of its objectives.

2.8. The PTA will support the school and assist with activities outside the normal activities of the PTA such as the Christmas Raffle, Ball, Sports Day and other such activities and will pursue these objectives in consultation and collaboration with Headfort Leadership.

2.9 To ensure the Board of the Headfort Trust remains updated on the PTA's activities, the Chair of the PTA will dispatch the meeting minutes to them along with the Headfort Leadership.

2.10. Any matters of concern raised in the minutes will be responded to by the Headfort Leadership within one calendar month of receiving the minutes. If the matter is escalated to the Board of the Headfort Trust, the Board shall provide a response within one calendar month of receipt of the escalated concern.

3. MEMBERSHIP

3.1 Membership of the PTA, is made up of Parent Representatives who are voted in from each year group at Headfort.

3.2 The PTA is open to all teachers of Headfort to become full members. One senior teacher should attend all meetings – these teachers remain on the PTA for the duration of a year.

4. COMPOSITION OF THE PTA

4.1 The PTA shall be made up of one elected representative of each class. If the number of pupils exceeds 20 in a year group, then a second member can be elected.

4.2 New Parent reps will be elected at the beginning of each academic year or as vacancies arise.

4.3 There is a standing invitation to a member of the board of the Headfort Trust and to the Headfort Leadership to sit in on every PTA meeting.

4.4 The Chairperson of the PTA shall be required to provide all Parent Representatives with a notice of forthcoming meetings with a draft agenda. This notice must be issued at least five (5) business days in advance of the scheduled meeting date. This ensures that Parent Representatives are adequately informed and able to prepare for their participation in the meeting.

4.5 The quorum at the PTA ordinary meeting shall not be less than 6 voting members. This does not include sub-committee/event planning meetings.

4.6 At the first meeting following elections each year, the initial order of business for the newly formed PTA will be to elect its officers as outlined below:

- Chairperson Secretary
- Treasurer
- Communications Officer.

4.7 A PTA member who fails to attend three consecutive meetings without apologies shall be deemed to have resigned.

5. ELECTION OF MEMBERS OF THE PTA

5.1 Parent members of the PTA are elected for a one academic year term (September to June) and can stand for election for two subsequent years and are nominated at the end of the academic year at the General Meeting in May.

5.2 Parent Representatives must have a pupil attending the school for the duration of their term on the committee.

5.3 Elections for Parent Reps will take place annually in early September. In the event of a tie, a second round of voting will be conducted among the tied candidates. Should a tie persist, the outcome will be determined by a coin toss.

5.3 The PTA will endeavour to ensure that there is as wide a representation of parents from each year.

5.4 The PTA shall reasonably endeavour to ensure that there is an equal gender balance on the PTA.

5.5 Election to the PTA could arise through nomination process or self-nomination

5.6 Self-nominations should be made via a google form in the first week of term and final selection/election should be made within the first month of the school year.

5.7 A dedicated section on the website will feature the Headfort Parents' Association (PTA), showcasing both the constitution and the list of members for the current year.

6. DUTIES OF THE PTA

6.1 The PTA Chairperson will organise the business of the PTA in line with the aims and objectives outlined in Clause 2 above.

6.2 The Secretary shall keep minutes of all discussions and decisions agreed at the PTA meetings. A copy of such minutes shall be made available to all the PTA members and shall be shared with the Headfort Leadership and the Board of the Headfort Trust no later than 14 days after the meeting.

6.3 The PTA shall have the power to set up a sub-committee for specified purpose. The members of such sub-committee shall be agreed by the PTA. All sub-committee meetings must prepare minutes and, where practicable, must communicate these minutes to the PTA members prior to the holding of a full PTA meeting. Such minutes are to be issued no later than 14 days after any sub-committee meeting.

6.4 The PTA will ensure timely, effective and ongoing communication with all parents which may include printed newsletters, texts, emails, social media and other electronic communications.

6.5 The PTA Committee will convene ordinary meetings of the PTA at least once a month where practicable, with a minimum of one meeting per term.

7. EXPENSES AND ACCOUNTS

7.1 The PTA will maintain its own financial records and collaborate with the school's accounting team, who will be responsible for banking the funds on their behalf.

7.2 The Chairperson, Treasurer, and Secretary shall be signatories for any expenditure and any two of these PTAs shall be authorised to make payments on behalf of the PTA.

7.3 All expenses will require receipts and signed for in advance. Copies of such receipts must be held by the Treasurer.

7.4 The Treasurer will be accountable to the AGM and to the members of the PTA for overseeing all expenses and funds generated by the PTA and its activities.

7.5 Accounts of the PTA shall be presented to the AGM each year

8. ANNUAL GENERAL MEETING ("AGM")

8.1 An AGM of the PTA shall be held no later than 1st June each year and will include one member of the board of trustees.

8.2 The venue for the AGM will be at Headfort School, Kells, Co Meath. In the event that the venue is unavailable, an alternative venue may be decided upon by the PTA.

8.3 All parents must be notified of the Annual General Meeting (AGM) at least 14 business days in advance, either in writing or via email.

8.4 The following standard items shall be the agenda for the AGM, including but not limited to:

i. Report by the Secretary
ii. Statement of Accounts by the Treasurer
iii. Any other ordinary business

8.5 The quorum at the AGM shall include all members of the current PTA and 10 additional attendees comprising of either Parents or guardians of a pupil at the school. This quorum shall be reviewed in May annually. Members can attend via an online platform or in-person. The voting process will encompass, among others, the approval of the Secretary's report and the financial statements. School leadership attending the event will Participate without voting rights.

8.6 Except in the case of proposals for the amendment of the PTA Constitution, (see Point 9 below), every proposal at the AGM of the PTA or at PTA ordinary meetings shall be decided by a simple majority of those present and eligible to vote.

9. AMENDMENTS TO THE CONSTITUTION

9.1 A Proposal for the amendment of the Constitution shall be made at an AGM.

9.2 The text of the proposed amendment shall be made in consultation with the Headfort Leadership and must be made available to all Parents at least one week prior to the AGM.

9.3 The proposal for the amendment of the Constitution shall be issued with the notice convening the AGM.

9.4 Any amendment of the Constitution must be approved by a resolution carried by a 75% majority of the votes recorded at the AGM.

9.5 The PTA shall ensure that a copy of the current Constitution is available on the school's website.

10. REVIEW OF THE CONSTITUTION

10.1 In accordance with good governance, the PTA shall review the Constitution on a biennial basis.

11. DISSOLUTION

11.1 The PTA shall not be dissolved except by an AGM convened for that purpose and approved by a resolution carried by a 75% majority of the votes recorded at the AGM.

11.2 Any surplus funds, which may be in hand at the time of dissolution, shall be handed over to the school with, if practicable, a detailed outline of how such funds are to be spent.

11.3 In the event that all members of the PTA resign, leading to the dissolution of the PTA, the following steps shall be taken:

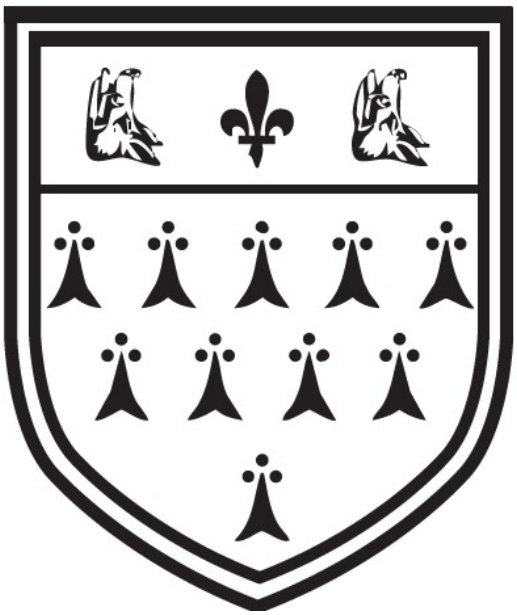
11.3.1 Notification: The Chair, or in their absence, the last remaining officer of the PTA, shall notify the Headfort Leadership in writing of the dissolution.

11.3.2 Settlement of Debts: Any outstanding debts or financial obligations of the PTA must be settled.

11.3.3 Remaining Funds: After the settlement of all debts, any remaining funds shall be donated to Headfort School for the benefit of the pupils, as determined by the Headfort Leadership. The specific purpose for these funds will be decided in a manner that aligns with the school's educational goals and the PTA's mission.

11.3.4 Documentation: All records and documents pertaining to the PTA's activities and financial transactions shall be handed over to the Headfort's Leadership for archival purposes.

11.3.5 Final Notice: A final notice of dissolution, along with a report summarising the disposition of PTA assets and funds, shall be provided to all Parents and guardians of children currently enrolled at Headfort School, either in writing or via email.

11.3.6

11.4. This dissolution clause is enacted to ensure a responsible and orderly conclusion of the PTA's affairs, safeguarding the interests of the school community and maintaining the integrity of its mission.