

# Bunreacht Chumann na dTuismitheoirí

## BUNREACTH CHUMANN NA dTUISMITHEOIRÍ Ghaelscoil na Lochanna



### 1 Cuspóir Chumann na dTuismitheoirí

Is é cuspóir Chumann na dTuismitheoirí ná struchtúr a chur ar fáil a chabhróidh le tuismitheoirí/caomhnóirí pháistí na scoile comhoibriú lena chéile d'fhonn caighdeán oideachais chomh hard agus is féidir a sholáthar dá bpáistí. Oibríonn Cumann na dTuismitheoirí ar son na ndaltaí i gcomhpháirtíocht leis an bPríomhoide, an fhoireann agus an Bord Bainistíochta, chun comhchaidreamh éifeachtúil a chothú ar scoil agus sa bhaile.

### 2. Aidhm Chumann na dTuismitheoirí

Is é aidhm Chumann na dTuismitheoirí ná deis a thabhairt do thuismitheoirí eispéaras oideachasúil a bpáistí a shaibhriú oiread agus is féidir trí réimse gníomhaíochtaí agus imeachtaí a chur ar fáil.

Oibreoidh Cumann na dTuismitheoirí chun leasa na ndaltaí i gcomhpháirtíocht leis an mBord, an Príomhoide, na múinteoirí agus na daltaí, agus de réir fhorálacha an Achta Oideachais, 1998.

### 3. Ballraíocht Chumann na dTuismitheoirí

Is ball den Chumann é gach tuismitheoir nó caomhnóir a bhfuil páiste aige nó aici ag freastal ar Ghaelscoil na Lochanna.

### 4. Obair Chumann na dTuismitheoirí

Cuirfidh Cumann na dTuismitheoirí réimse gníomhaíochtaí ar siúl chun tuismitheoirí a spreagadh páirt a ghlacadh i saol na scoile, agus chun tacaíocht a thabhairt do dhaltaí, tuismitheoirí agus foireann na scoile. Beidh baill an Chumainn i dteagmháil le Príomhoide na scoile ar bhonn leanúnach, agus na gníomhaíochtaí thuas á reáchtáil acu.

Tá cead ag an gCumann comhairle a chur ar an bPríomhoide agus ar an mBord maidir le cúrsaí a bhaineann leis an scoil, de réir an Achta Oideachais, 1998, 26 (2)(a).

### 5. Coiste Chumann na dTuismitheoirí

Toghfaidh baill an Chumainn coiste a bheidh freagrach as gníomhaíochtaí an Chumainn a bhainistiú. Is é an fhoireann seo a fheidhmeoidh mar Choiste Chumann na dTuismitheoirí.

## 6. Ballraíocht Choiste na dTuismitheoirí

- α. Toghfar baill an Choiste gach bliain ag Cruinniú Cinn Bhliana (CCB) Chumann na dTuismitheoirí, agus cuirfear fáilte ag an gCruinniú roimh thuismitheoirí agus caomhnóirí pháistí na scoile.
- β. Cuirfear fáilte roimh Phríomhoide Ghaelscoil na Lochanna ag cruinnithe an Choiste.
- γ. Ní mór do bhaill an Choiste seasamh síos nuair atá deireadh lena dtréimhsí oifige. Má theastaíonn uathu suí ar an gCoiste an bhliain dar gcionn, ní mór dóibh athainmniúchán a lorg.
- δ. Tá gach ball de Choiste na dTuismitheoirí i dteideal a bheith tofa chun an Choiste arna (h)ainmniú.
- ε. Toghfar deichniúr chun an Choiste (teastaíonn seisear ar a laghad). (Molta 2016: le beirt ó gach rang nuair is féidir).
- φ. Coinneofar ar a laghad trí áit oscailte ar an gCoiste do bhaill nua.
- γ. Toghfar gach ball ar feadh bliana amháin. Tá cead ag baill athainmniúchán a lorg ar feadh bliana, ach páiste a bheith acu sa scoil.
- η. Is baill den Choiste go huathoibríoch iad ionadaithe tuismitheora a thoghtar chun an Bhoird Bainistíochta, ach níl cead acu bheith ina n-oifigigh ar an gCoiste.
- ι. Comhthoghadh agus Fochoistí
  - Is féidir le baill an Choiste daoine a chomhthoghadh chun an Choiste i gcás go dteastaíonn cabhair uathu lena gcuid oibre. Is féidir fochoistí a bhunú d'fhonn tascanna áirithe a chur i gcrích, agus tá ar chumas bhaill na bhfochoistí daoine a chomhthoghadh chun an fhochoiste má tá cabhair uathu lena gcuid oibre. Níl cead ag fochoistí cinntí a dhéanamh; tá siad freagrach don Choiste féin. Déanfar obair na bhfochoistí i gcomhairle leis an bPríomhoide chomh maith.
- φ. Is féidir glacadh le hainmniúcháin ag an gCruinniú Cinn Bhliana nó is féidir iad a iarraidh tríd an bpost.
- κ. Tá cead ag tuismitheoirí a fhreastalaíonn ar an gCruinniú Cinn Bhliana vóta a chaitheamh ar gach rún a mholtar ag an gCruinniú.
- λ. Ainmneofar beirt áiritheoirí chun na vótaí a chomhaireamh.

## 7. Obair Choiste Chumann na dTuismitheoirí

- α. De réir bhunchloch ár n-éitis, tá sé de dhualgas ag baill an Choiste oiread Gaeilge agus is féidir leo a úsáid agus iad ag réachtáil gníomhaíochtaí.
- β. Is é an Coiste atá freagrach as gníomhaíochtaí an Chumainn a bhainistiú ar son na dtuismitheoirí (na baill), agus déanfaidh baill an Choiste a ndícheall tuismitheoirí a choimeád ar an eolas maidir le gach a mbaineann le saol na scoile.
- γ. Déanfaidh an Coiste plean a dhréachtadh maidir leis na gníomhaíochtaí is imeachtaí atá pleanáilte, i gcomhairle le tuismitheoirí agus de réir a moltaí siúd.
- δ. Beidh an Coiste freagrach as gníomhaíochtaí agus imeachtaí a rith ar bhealach eagraithe, éifeachtúil.
- ε. Rachaidh an Coiste i gcomhairle leis an bPríomhoide chun gníomhaíochtaí na bliana a phleanáil.
  - Ag seo thíos liosta gníomhaíochtaí a d'fhéadfadh an Coiste cur i bhfeidhm le linn a thréimhse oifige:
    - i. Imeachtaí agus gníomhaíochtaí tiomsaithe airgid a eagrú
    - ii. Tuismitheoirí a choimeád ar an eolas maidir le saol na scoile
    - iii. Eolas a scaipeadh ar thuismitheoirí, mar shampla, i dtaobh cúrsaí curaclam
    - iv. Fáilte a chur roimh dhaoine a d'fhéadfadh labhairt le muintir na scoile faoi ábhair shuimiúla nó oideachasúla, mar shampla, banaltra, dochtúir, garda nó tréidlia
    - v. Gníomhaíochtaí a eagrú le linn Sheachtain na Gaeilge a bheadh oiriúnach do theaghlaigh
    - vi. Cabhrú maidir le cothabháil thailte na scoile
    - vii. Sóláistí a chur ar fáil le linn imeachtaí scoile

φ. Molta ag CCB 2012: Cuirfear leagan Gaeilge de Bhunreacht Chumann na dTuismitheoirí ar fáil.

## 8. Struchtúr an Choiste

Cathaoirleach  
Leasathaoirleach  
Rúnaí  
Cisteoir  
Cisteoirí Cúnta  
Beirt ainmnithigh don Bhord Bainistíochta

- a. 50% + 1 an líon gnó is gá chun rún a rith le linn chruinnithe Choiste. (MOLTA ag CCB MF 2014: ach d'fhéadfaí cinní beaga a bheith deanta tríd email nó a leithéid)
- b. Oibreoidh Cathaoirleach agus Rúnaí Choiste na dTuismitheoirí lena chéile chun Clár Gnó a dhréachtadh, agus tabharfar réamhfhógra seachtaine do bhaill an Choiste maidir le cruinnithe.
- c. Déanfaidh an Rúnaí miontuairiscí gach cruinnithe a thaifeadh, agus tabharfar na miontuairiscí don Phríomhoide le cur sna comhaid scoile.
- d. Ní féidir le ball den Bhord Bainistíochta ainmiúchán a lorg do Choiste na dTuismitheoirí, ach is baill den Choiste go huathoibríoch iad na hionadaithe tuismitheora ar an mBord.
- e. Níl sé de chead ag ball ar bith den Choiste seachas an Cathaoirleach (nó ball ainmnithe) ráiteas oifigiúil nó poiblí, nó uirioll a dhéanamh ar son an Choiste.
- f. N.B. Níl cead plé a dhéanamh ar mhúinteoirí, daltaí aonair nó obair ranganna áirithe ag cruinnithe Choiste na dTuismitheoirí.
- g. Rachaidh an Coiste i gcomhairle leis an bPríomhoide agus an Bord chun córas leanúnach cumarsáide a chur i bhfeidhm.
- h. Cuirfidh an Coiste tuairisc faoina chuid oibre faoi bhráid tuismitheoirí (na baill) ag an gCruinniú Cinn Bhliana.
- i. Beidh cruinnithe ag Coiste Chumann na dTuismitheoirí ar a laghad sé huairte i gcaitheamh na bliana.
- j. Ní mhairfidh aon chruinniú níos mó ná uair go leith.
- k. Socrófar modh cumarsáide idir Cathaoirleach an Choiste agus Príomhoide Ghaelscoil na Lochanna ag tús gach scoilbhliana.
- l. Molta ag CCB Eanáir 2011: I gcás nach mór don Choiste cinneadh a dhéanamh ar ábhar áirithe, níl cead vótála ach ag baill atá i láthair ag an gCruinniú. (MOLTA ag CCB MF 2014: D'fhéadfaí cinní ar rudaí beaga a bheith togtha tríd email nó a leitheid de bhealach)
- m. Molta ag CCB Mheán Fómhair 2012: Chun cinntiú go bhfuil cumarsáid éifeachtach ar siúl idir an Coiste, an scoil agus an Bord Bainistíochta, cuirfidh an Príomhoide tuairisc ar fáil faoi chúrsaí scoile ag cruinnithe an Choiste, agus beidh tuairisc ón gCoiste ar Chlár Gnó cruinnithe a eagraíonn an Bord Bainistíochta.

## 9. Cúrsaí Airgeadais

Aithníonn Cumann na dTuismitheoirí gurb é an Bord Bainistíochta atá freagrach as airgeadas na scoile a bhainistiú.

Déanfaidh an Coiste airgead a sholáthar dá ghníomhaíochtaí trí imeachtaí tiomsaithe airgid a reáchtáil, nó trí ranníocaíocht ón mBord Bainistíochta.

Ceapfar ball den Choiste ina C(h)isteoir, a mbeidh de dhualgas aige nó aici cuntais Chumann na dTuismitheoirí a choimeád. Cuirfidh an Cisteoir ráiteas ioncaim agus caiteachais faoi bhráid an Choiste ag gach cruinniú.

Scaipfear ráiteas scríofa ioncaim agus caiteachais ag an CCB.

Beidh cuntas baine ag Cumann na dTuismitheoirí ina ainm fein. Ní mór don Chisteoir agus ar a laghad ball amháin eile den Choiste seiceanna a shíneadh a tharraingítear ar chuntas an Chumainn.

#### **10. Ag Tiomsú Airgid don Scoil**

Déanfar socrú roimh ré idir an Bord agus Cumann na dTuismitheoirí maidir le tionscadail scoile ar leith a chuirfidh an Cumann i bhfeidhm chun airgead a thiomsú don scoil.

#### **11. Rúndacht**

- a. Ba chóir don Choiste cumarsáid oscailte a dhéanamh le tuismitheoirí/caomhnóirí Ghaelscoil na Lochanna.
- b. D'fhéadfadh cúrsaí teacht aníos ó am go chéile a dteastaíonn rúndacht ina leith.
- c. Tá sé ríthábhachtach go gcloífaí le rúndacht.

#### **12. Ballraíocht den Chomhairle Náisiúnta Tuismitheoirí - Bunbhrainse**

Déanfar Cumann na dTuismitheoirí Ghaelscoil na Lochanna a chomhcheangal gach bliain leis an gComhairle Náisiúnta Tuismitheoirí.

#### **13. Athruithe don Bhunreacht**

Is féidir athruithe a dhéanamh don Bhunreacht ag an CCB. Ní mór tograí nó rúin a bhaineann le hathruithe don Bhunreacht a scríobh agus a chur faoi bhráid Choiste Chumann na dTuismitheoirí. Scaipfidh an Coiste na rúin seo ar na tuismitheoirí ar fad roimh an CCB. Tá cead ag tuismitheoirí uile pháistí na scoile vótáil ar na rúin.

#### **14. An Cruinniú Cinn Bhliana**

Reáchtálfar an Cruinniú Cinn Bhliana gach bliain le linn an chéad téarma den scoilbhliain nua.

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Dáta: \_\_\_\_\_

# Bunreacht Chumainn na dTuistí

## The CONSTITUTION of the PARENT ASSOCIATION of Gaelscoil na Lochanna



### 1 Réasúnaíocht The Purpose of the Parent Association

The purpose of the Parent Association is to provide a structure through which the parents/guardians of children attending Gaelscoil na Lochanna can work together for the best possible education for their children. The Parent Association will work with the Principal, staff and Board of Management to build effective partnership of home and school.

### 2. Aidhm an Chumainn The Aim of the Parent Association

The aim of the Parent Association is to enable parents to play their part in ensuring the best possible education for their children, through the association's programme of activities.

The Parent Association will 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.

### 3. Ballraíocht an Chumainn The Membership of the Parent Association

All parents or guardians of children attending Gaelscoil na Lochanna will be deemed to be members of the Parent Association.

### 4. Obair an Chumainn The Work of the Parent Association

The Parent Association 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.

The Parent Association may advise the Principal and Board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a).

### 5. Coiste na dTuistí The Committee of the Parent Association

The members of the Parent Association will elect a number of members who will have responsibility for managing the activities of the Parent Association. This team will serve as the Committee of the Parent Association.

**6. Ballraíocht Choiste na dTuistí  
Membership of the Committee**

- a. The members of the Committee will be elected each year at the AGM of the Parent Association, to which all parents and guardians of children of the school are invited.
- b. The Principal of Gaelscoil Na Lochanna will be invited to meetings of the Committee.
- c. All Committee members whose term of office is finished stand down. If they are willing to go forward for the next year they should seek nomination again.
- d. All members of the Parents Association are entitled to be nominated for election to the Committee.
- e. The number of the Committee will be 10 with a minimum of 6. (Co-opted 2016: with a representation of 2 parents per class when possible).
- f. A minimum of three places will be held open for new members.
- g. Each member will be elected for one year. Members may go forward for election for a further year, providing they have a child in the school.
- h. Parent Representatives elected to the Board of Management are automatically members of the Committee, but will not hold an officer post.
- i. Co-options and Subcommittees
  - The Committee may co-opt people onto the Committee to assist in their work. 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 are accountable to the main Committee. All Subcommittee work will also be done in consultation with Principal.
- j. Nominations will be taken at the AGM or may also be requested by post.
- k. All members of the Parents Association who attend the AGM are entitled to vote on all motions proposed at the AGM.
- l. Two tellers will be nominated to count votes.

**7. Obair an Choiste  
The Work of the Committee of the Parent Association**

- a. In keeping with the cornerstone of our ethos, the Committee is obliged to use as much Gaeilge as possible in the organisation of its activities.
- b. The Committee is the team that will manage the tasks of the Association on behalf of the parent body (the members), and the Committee will endeavour to keep parents abreast on aspects of school life.
- c. The Committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.
- d. The Committee will be responsible for seeing that activities are run in an efficient and effective way.
- e. The Committee will consult with the School Principal when planning the programme of activities for a particular year.
  - The following are examples of activities which the Committee could endeavour to undertake during their term of office:
    - viii. Organise Fundraising and Events
    - ix. Promote awareness of school life among all parents
    - x. Disseminate information i.e. on certain curriculum subjects to all parents and guardians
    - xi. Help organise educational visitors/speakers of interest to the school e.g. nurse, doctor, garda, vet
    - xii. Help organise a family related activity during Seachtain na Gaeilge
    - xiii. Help out with maintenance of school grounds
    - xiv. Organise refreshments for school occasions
- f. Added at AGM 2012: The Constitution of the Parents Association will also be available in Irish.

**8. Struchtúr an Choiste  
Structure of Committee:**

Chairperson  
Vice Chairperson  
Secretary  
Treasurer  
Assistant Treasurers?  
2 Nominees to the Board of Management

- a. A quorum of 50% + 1 needs to be present in order for a decision to be passed at a Committee meeting. (Adopted AGM Sept 2014: smaller decisions can be made by email or by similar means)
- b. The Chairperson and the Secretary of Coiste na dTuismitheoirí shall draw up an Agenda and notify Committee Members at least one week in advance of meetings.
- c. The Secretary shall record minutes of every meeting. The minutes of each meeting shall be given to the Principal for School files.
- d. No Board of Management member may be nominated to Coiste na dTuismitheoirí. The Parents Representatives on the Board are automatically members of the Committee.
- e. No Member of the Coiste other than the Chairperson or nominated Member shall make any official or public statement or representation on behalf of the Coiste.
- f. NB. Individual teachers / pupils and the work of individual classes cannot be discussed at meetings of Coiste na dTuimitheoirí.
- g. The Committee will arrange with the Principal and Board a system of ongoing communication.
- h. At the Annual General Meeting (AGM) the Committee will report to the parent body (the members) about its work.
- i. The Committee of the Parents Association will meet at least six times throughout the school year.
- j. Meetings will last no longer than one and a half hours.
- k. A system of communication between the Chairperson of the Committee and the Principal of Gaelscoil na Lochanna will be agreed between both parties at the beginning of each school year.
- l. Adopted at AGM Jan. 2011: In the event that the Coiste need to make a decision on a matter only members present at meetings may vote. (Adopted AGM Sept 2014: smaller decisions can be made by email or by similar means)
- m. Adopted at AGM Sept. 2012: To ensure effective communication between Committee, School and Board of Management – the Principal will provide a report on school items at Coiste meetings and a space in the Board meetings will be allocated for a report of the Committee.

**9. Airgeadais  
Finance**

The Parent Association recognises that the responsibility for managing all school finances rests with the Board of Management.

The Parent Association will finance its activities through fund raising specifically for the work of the Parent Association, or through a contribution from the Board of Management.

A Treasurer will be appointed from among the Committee members and will be responsible for keeping the accounts of the Parent Association finances. The Treasurer will give a statement of income and expenditure at each Committee meeting.

A written statement of income and expenditure will be given at the AGM.

The Parent Association will keep a bank account in its name. The Treasurer and at least one other member of the Committee must sign cheques drawn on the account.



**10. Ag Bailiú Ciste don Scoil  
Fund raising for the School**

Fund raising for the School by the Parent Association will be done with the prior agreement of the Board. The Parent Association Committee will agree with the Board as to the specific school projects for which funds are to be raised by the Parent Association.

**11. Rúndacht  
Confidentiality**

- a. The Committee should communicate openly with parents of the children of Gaelscoil na Lochanna.
- b. Matters may arise which require confidentiality.
- c. It is very important that confidentiality is respected.

**12. Ballraíocht  
Membership of National Parents Council Primary**

The Parent Association will affiliate to National Parents Council Primary annually.

**13. Athruithe don Bhunreacht  
Amendments to the Constitution**

Changes to the Constitution can be made at the AGM. Proposals / motions to change the constitution must be submitted in writing to the Parent Association Committee. The Parent Association Committee 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.

**14. An Cruinniú Chinn Bhliana  
Annual General Meeting**

The Annual General Meeting of the Parents Association will be held during the first term of each new school year.

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