12th February 2020

Dear Parents,

Firstly, we would like to thank you for a successful school year to date with high levels of engagement and some excellent initiatives and events.

In order to maximise the impact of the Parents Association (PA) and to ensure compliance with the guidelines set out by the National Parents Council (NPC), we recently met with a representative of theNPC, with our Acting Principal Ms Fiona Motherway also in attendance.

***The meeting was highly beneficial, with the following key learnings:***

* + It is a legal requirement (Education Act of 1998) to have a Parents Association in place, with parents automatically members and actively working together for the best possible education and betterment for their children.
	+ Parents elect a committee to work on their behalf from one year to the next, with the PA promoting the interests of the students by adopting a programme of activities which will promote the involvement of parents, in consultation with the principal and co-operation with the Board of Management
	+ Fundraising for the school by the PA requires prior agreement by the Board of Management.
	+ As a benchmark - PA Meetings would commonly be held on a term by term basis
	+ Further information is available on the NPC website [www.npc.ie](http://www.npc.ie)

***Based on the above, and in the interest of maintaining communication channels to all parents please note;***

1. Moving forward - the PA will meet on a term by term basis, with the PA Committee continuing to meet monthly to close out on action items as suggested by the parents. The agenda will be issued to all Parents in advance of the term meetings. Brief minutes capturing the key points and actions will be circulated following the meetings.
2. We will implement a suggestion box and will monitor this regularly. The main post box at the entrance gate will serve this purpose.
3. We may conduct surveys/voting options as required to ensure that all parents have input.
4. In order to minimise impact on parents – we will strive to streamline the modes of communication - WhatsApp, Newsletter, e-mail, Webpage (Ballintotasns.ie) etc.

Engaging with the NPC was hugely beneficial with a strong template established to maximise the input of all stakeholders for the betterment of our children’s education and enjoyment in school activities.

***Our next meeting will take place on Tuesday 10th March 2020. This will be an Extraordinary General Meeting (EGM) where we will pass the attached constitution and confirm the dates for the term PA Meetings, the schedule of activities, requests for fundraising, modes of communication and parent suggestions.***

Any suggested amendments to the constitution should be submitted in writing to the PA committee no later than Tuesday 25th February 2020

**Your sincerely;**

**Trudie O’Doherty** **Laoise O’Riordan**

*(Chair person)* (Secretary)

**Carol Quinn** **Clare Crowley**

*(Treasurer) (Vice Chair person)*