

St. Joseph's Parent Council



The Aim of the Parent Council

We are a group of parents/carers of children who attend the school.

Our aim is to work with the school to discuss general issues, feedback and provide support to the school.

We organise fundraising events throughout the year and fund treats and events for all children.

We are always looking for new members to join the Parent Council and at the moment there is a vacancy for one of the office bearers roles -

The Secretary

The Secretary plays an important role and some of the duties of the Secretary are to:

- Make arrangements for meetings and prepare an agenda in consultation with the Chairperson.
- Send a notice of the meeting, venue and agenda to all Parent Council members so that they will receive them in good time for the meeting. Agendas should be send out for all meetings even if they are held at the same time and place each month.
- Keep a record of everyone attending the meeting and any apologies for absence.
- Let Parent Council members know about all correspondence received and report any action taken since last meeting.
- Take a minute of meetings, recording decisions and actions to be taken and by whom. This can be a task that is shared amongst members of the Parent Council to allow the Secretary to participate in discussions.
- Provide minutes for all Parent Council members prior to meetings.

If you would like to find out more about the Parent Council, become a member or nominate yourself for the role of Secretary come along to the **AGM on Wednesday 4th October at 7pm.**