

Guidelines for holding your AGM during Covid-19 restrictions



Supporting Parents
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AGM Options in the Current Climate

Here at NPC we understand that increased restrictions across the country have made meetings more difficult and we believe that having a PA has never been more important than right now to support the partnership between the parents and the school. Holding an AGM and electing a new committee gives a mandate to the PA to carry out their work for the year.

In line with our book “Working Effectively as a Parent Association” at the AGM the PA must:

- Account for the work of the PA
- Account for the money received and spent
- Hold elections for the PA committee

All parents should be invited to the AGM and given 10 working days notice.

Option 1

Where public health guidelines allow a meeting in the school:

- The PA should consult with the Principal to ensure school policies are being followed regarding face to face meetings.
- The PA should welcome as many parents as possible to this meeting and facilitate those who can't attend for whatever reason in an online platform such as Zoom.
- This meeting should be held in line with the NPC guidelines which can be found in chapter 8 of our book “Working effectively as a Parent association” which you can download here:

<https://www.npc.ie/images/uploads/downloads/WorkingEffectively.PDF>





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When face-to-face meetings are not possible

Option 2

In a situation where it is not possible to hold a meeting in the school or another similar venue the committee should plan to use Zoom or another similar platform to host a virtual meeting.

Before the meeting:

1. At least 10 working days ahead of the planned virtual meeting a notice should be sent to all parents informing them of the meeting and inviting them to nominate themselves or another parent (to join the committee). You can use the template form below for parents to be nominated ahead of the meeting. Anyone who is a parent of a child in the school can be nominated to be on the PA committee as long as it is with their knowledge and consent.
2. An account of the work of the PA for the year should be circulated to all parents and this should include an account of money received and money spent.

Template for nominations

Please fill in the form below and return it to (email address) or text the name of the person you would like to nominate to (mobile number) by (date)

I would like to nominate (name of person) for the Parent Association committee

Name: (Your name)

During the meeting:

1. If there are further nominations in addition to those already received, people can nominate people (with their consent) via the chat function on the online platform e.g. Zoom
2. If you have more parents being nominated than spaces available on the committee, you will need to have an election e.g. there are 10 spaces on the committee and 15 parents have been nominated.

In this instance:

You could take votes in the chat function via people typing the name of the parent they want to vote for. Whoever has the most votes is elected.

Or

By a physical show of hands or verbal vote by each attendee.

If you have an attendee roll, have the host call on each attendee in turn to cast their vote verbally or visually in turn.



Frequently Asked Questions



Can a parent who is on the current committee be re-elected?

Yes, as long as they continue to be a parent of a child in the school.

Should we invite the Principal or BOM representatives to the AGM?

Yes

The Principal usually gives an address at the AGM, how can we manage this?

If the Principal is present he/she can read it out in person, or they may want to circulate it to all parents via email.

We don't have access to Zoom or any other online options, can we still hold an AGM?

Yes, you can circulate details of the work of the PA, along with a record of income and expenditure by email or hard copy. You can invite nominations for the PA committee using the previous template.

If you have more parents being nominated than spaces available on the committee, you will need to have an election e.g. there are 10 spaces on the committee and 15 parents have been nominated. In order to vote, all parents/families must be notified of the names of the nominees on a voting slip. They must then be asked to vote for all the candidates they would like to see elected up to a maximum of the size of the committee. Your completed voting slip should be returned to the school addressed to the Parents' Association Chairperson no later than (DD/MM/YYYY).

If parents have any concerns or questions about the work of the PA, its important to reassure them that as soon as the restrictions allow, there will be a meeting held to give them an opportunity to communicate their concerns, or they can contact a committee member.

A sample voting slip could look like the following:

In this example the committee has 5 members.

Please vote by marking an 'X' in the box next to your chosen nominees. You may vote for up to **5 (five)** candidates. Candidates are listed in alphabetical order.

Name of the nominee	Vote 'X' here
John BYRNE	X
John DOE	X
Patricia FOX	X
Mary RYAN	X
Michael SIMPSON	X
Joan SMITH	X

