

**Parents Association - Scoil an Spioraid Naoimh (B)**  
**Meeting Minutes**  
**29 February 2016**

**In Attendance:** Mary O'Connor, Donal Murray, Sarah Cooper, James McKeon, Rosaleen Fitzgerald, Susan O'Shea, Louise Crowley, Aoife O'Herlihy, Rosa Maria Munoz, Terri Kruschke (acting secretary)

**Apologies:** Gemma Lyons, Sharon O'Neill, Mike O'Shea.

**Minutes**

The minutes of the previous meeting were approved.

**Book Swap:**

The fundraiser made €519.95. There are 7 boxes and 2 bags of remaining books being stored in the school for the next book swap. It was proposed that this would become a bi-annual fundraiser and this being agreed, it was suggested that late September and mid-April would be good times to schedule future book swaps. It was also decided to change the time of the fundraiser to the slightly earlier starting time of 10:30 to catch the finishing time of the first Saturday morning training session at the club without requiring them to wait for an 11am start; and equally to finish at 1.30 as it has on both occasions to date been very quiet after 1pm.

It was agreed to send a thank-you to Pat Collins for his very generous and continued contribution to the printed materials provided to the PA. This will be done at the end of the school year.

Terri asked if we could make a new book donation to the school library with some of the funds raised at the book swap. It was said that the school Book Fair in November provided new books for the library, but it was suggested to speak to Mr. Cuthbert regarding making a book donation. €200 was suggested as an amount to spend on new books. Terri will speak to Mr. Cuthbert and report back at the next meeting.

**Traffic Management:**

Following on from the January PA meeting Louise and Gemma formulated a draft traffic management plan to reflect what was agreed at that meeting and subsequently met with Brian to progress the proposals re tackling the traffic management issues arising in the mornings. Brian was of the view that the set-down option would not work as it would block traffic further back on the roads but agreed that Allendale Avenue needs to be kept as car free as possible. It was agreed that having 4-6 parents in hi-vis vests at the junction of Allendale Avenue and Foxford Avenue each morning might serve as a very clear visual reminder to parents not to drive to the school gate. This approach will begin Wednesday 13<sup>th</sup> April. There will be a call-out to parents to volunteer for this duty after the Easter Holidays. Louise will draft a document that will go to all parents after Easter, and this will include a map and a restatement of the school policy that cars are not allowed to drive down Allendale Avenue at school drop off and pick up times.

In respect of the Curaheen Road entrance, it was also mentioned that people are parking on the footpaths and pedestrian crossings, making it very difficult for parents and children to walk on the footpaths. The Gardaí have been contacted and whilst when they are present on the Curraheen Road, people obey the laws when there is no Garda presence, this remains a significant problem.

**Class Reps:**

The PA is still short two class reps: Ms. Corkery/Mr. Dooley and Miss Curzon. It was agreed to go ahead with the email/contact lists of the parents in the classes and that the class reps would start to communicate with the parents in the classes.

**Guest Speaker:**

The National Parents Council offers a free anti-bullying training for primary schools and we have signed up to this training to take place on Wednesday 20<sup>th</sup> April, starting at either 7:30 or 8:00 PM. This is a two hour training session. Mary O'Connor mentioned that this training might only be about policy and not about parents supporting children on this issue, so Terri will double check on the content. This training will be open to the SSN girls' school as well, and will be held in the School Hall. Louise will contact Seamus from the girls' school to invite parents to the training session.

**Financial Information:**

Louise and Susan proposed a new policy which would involve the reporting of finances at each PA meeting, including a statement of the current balance, and a brief account of all transactions in the intervening period. To support and facilitate this proposal, Susan reported that she has requested the bank to provide monthly bank statements, to replace the quarterly statements currently received. The balance as of 29<sup>th</sup> February is €6145.01

Susan also reported updated figures for the Christmas Party confirming that the cost to the PA was €696.35, an amended figure from the last meeting.

Donal asked the question to the group if there were any concerns with the finances or the financial situation. Mary O'Connor expressed her concern regarding the loss of funds from the party, and that there was no authorisation for the level of expenditure incurred. A query was also made about the payment of €1250 to Chuckies when authorisation had been given for €1000 but this was explained by Louise with reference to the additional 50 places made available by Chuckies, which was supported by the sale of an additional 50 tickets at €5 a ticket. Louise said that she was given approval from Chuckies to sell an extra 50 tickets as the interest in attending the party was high. In the end, an extra 43 tickets were sold as the total catered for was 293. It was suggested that should the vent be repeated, Chuckies might be approached for a reduction in the cost of hiring the venue. It was also suggested that we might identify a willing sponsor for the selection boxes, as a significant element of the outlay for the party related to the purchase of the selection boxes for the children in attendance.

Comparisons were drawn between the 2015 Christmas party and that which had been organised in 2013 - where 600 children were catered for at the GAA club, over three, 2-hour periods and that it was run at a loss of only €100, with 14-16 parents volunteering their time to organise it. However in light of the lack of interest from parents in running such a complex and time consuming series of parties, it was decided this year to run the Christmas party at Chuckies. Donal mentioned that the past few Christmas parties were organised by Angela Drumm, a parent whose son no longer attends the school, and that no one else had taken the reigns to organise a party which required the support of so many parents and so much time. However, on the up-side, the vast majority of parents present expressed that they thought the Chuckies party was a great success, enjoyed hugely by all the

children, and that the money was well spent, and that in the circumstances the PA had organised a great event!

### **Confirmation Teas and Coffees:**

Rosaleen has purchased everything for the Confirmation and the Communion.

There are 7 parents available to volunteer for the Confirmation and 4 for the Communion. Rosaleen is to identify a lead parent for both events and to contact each of the volunteers directly by text.

Mary O'Connor has purchased 17 jackets at a cost of €850. The cost to the PA to purchase a blazer is €50 and boys pay €25 to rent the blazers. Following a brief discussion it was agreed that the PA will continue with the traditional token payment to Declan for his support on the Confirmation day.

### **Bag Packing**

Louise contacted the parents who had expressed an interest in participating in bag packing throughout the year. In response just one parent expressed an interest in supporting the venture. Louise will work with this person and if she is willing to take the lead on this it is hoped that she will then make the necessary contacts with Tesco and Dunnes. It was also mentioned that there are leaflets at Tesco to make an application for our school to be part of Tesco's disc donation system and parents are encouraged to complete these forms and submit to Tesco.

### **Constitution**

Terri relayed her conversation regarding the NPC's view on the need for a PA Constitution and how this might govern the membership and election of officers for the SSN Parents' Association. The NPC recommends a "closed" committee that is voted in at the AGM. There was a resounding disagreement that we did not want to run the PA in this manner. Sarah Cooper and Louise Crowley will contact a few schools and will work together to come up with a new and updated constitution that can govern the running of the PA into the future. Terri will contact the NPC to see if there is a digital copy of a sample constitution available for us, for ease of progress.

### **AOB**

- Pat is retiring as secretary of the school, and the PA would like to express our appreciation for all her hard work. Donal motioned, and Louise seconded, and the group approved to spend up to €100 for a voucher for Hayfield Manor, flowers, and a card. Representatives of the PA will gather on Tuesday 15<sup>th</sup> March at 9am to present Pat with this gift.
- Organised by Donal Murray, the clothing recycling took place on Monday 29<sup>th</sup> February, and will be collected on Tuesday 1<sup>st</sup> March. James McKeown will help to load the truck on Tuesday morning.
- Colin Manning is continuing his great work with the school website and the associated class blogs, which will be allocated individual names that will stay with each class as they progress through the school, for ease of access and tracking by parents. It is hoped that this will be launched very soon.
- In light of the uniform deposit that already exists in the school, Terri queried whether it would be possible for dedicated uniform swap days to be identified, perhaps 2-3 times per year, at other times than at the end of the year to make this facility more visible and available to parents. Louise to discuss this with Brian.
- The next meeting date was not decided but will be announced in due course.