

## North Bay PTA Meeting

13<sup>th</sup> Jan 2016

**Present:** Mary Harkin, *Chairperson*; Lorraine Ward; Tom O'Donnell *Secretary*; Ciaran Grey; Emer Nowlan; Suzanne Curran *Treasurer*; Claire O'Regan; Julia Cassidy

### 1. Minutes & Matters Arising

Minutes were accepted for the April meeting and there were no matters arising

#### 1. After School Clubs

- New term beginning in February
- No one has come forward to coordinate to date. One of the main responsibilities is to collect and lodge fees. Mary and Emer to discuss possibilities re coordination. Emer said she is willing to help out until a new coordinator is recruited
- Agreement to continue to the current payment process of paying up front
- The charge in the second term will be the same as the first even though there is one class less (*needs clarification*)
- New Procedure for enrolment/reenrolment:
  - o Bullet point re genuine cases for payment waiver to be simplified on application form. Suggestion that Sally advise regarding these cases.
  - o Payments to be made by last Friday in January
  - o If activities are currently full, this needs to be indicated and parents advised that there may not be places
- Drama: undersubscribed in last term and operated at a loss. This group needs 10 participants to go ahead. Emer to ask Paula to text parents in this regard.

#### 1. Treasurer Update

- Balance in PTA account is €8,157.00 up to Dec 31st
- There are currently 3 outstanding cheques
- Helix: Jenny has bank draft to lodge with respect to payments for the Panto. PTA account has paid out €819.00 for tickets. Mary to check in with Jenny re lodgement

- There was a lodgement made €195.00 and Suzanne is unsure where it from
- Agreed policy: when lodgements are been made, an email needs to be forwarded to Suzanne by the person making the lodgement. A generic gmail account will be made available for this purpose and note of same to be put with the lodgement card
- Current email is [northbaypta@gmail.co](mailto:northbaypta@gmail.co). (older gmail a/c emails are forwarded to this account)
- Suzanne is calculating total annual costs for PTA and will present at next meeting

## 1. Board of Management Feedback

- No current feedback

### 1. Patron Feedback (*emailed by Hepzaba Veenstra*)

- *WINTER FAIR*
  - o We raised a whopping €4715. A major thanks to all who helped out.
- *UPDATE ON NEW BOM COMMITTEE*
  - o Last meeting, we were in the middle of the BOM Parent Patron Representative Elections. We have now found our two elected parents: Female: Siobhan Manning and Male: Alex Nesbitt. Art McGann (former parent and member of the outgoing Board) and Abigail Whyte (parent until last year) have agreed to be the Patron nominees.
  - o It now falls to the initial six members (Principal, teacher's nominee - Eithne, two elected parents, Siobhan Manning and Alex Nesbit, and two Patron nominees - again Art McGann & Abigail White) to meet to decide what skills they need to look for in the two community nominees to be sought.
- *TEA TOWELS* We sold out of the initial 250 towels. As we are doing a reprint of 50 more towels, we were able to identify those few children left off and had them submit drawings and add them on to the second print. They company was closed over the holidays and we hope to get those towels in house in the next couple weeks. A text will go out to all parents advising they are in house and available to purchase.
- *NEXT FUNDRAISING EFFORTS*
  - o **Valentine's Day Bake Sale** - Friday, February 12th We are looking for volunteers to help set up and sell. As last year was so busy, we're going to do it in shifts. 5th & 6th class will be able to come down and buy goods during the school day (12:15 pm - 12:45 pm) Jr & Sr infants will be allowed to enter from 1:20 with parents/carers. 1st - 4th from 2:20 pm again with parents/carers. If anyone is able to help out during the sale (doesn't have to

- o be entire shift), please get in touch with me.
- o **Easter Raffle** - Week leading up to March 16th Easter Break
- o **Summer Fair** - Date TBC - probably Sunday, June 12th
  
- *NEXT MEETING* Our next scheduled meeting is Thursday, February 25th at 7:30 pm

### **1. Teacher Feedback**

- No current feedback

### **1. AOB**

- Feedback re Winter Presentation/ volunteers:
  - o for future reference, this needs one central coordinator for parent volunteers to text and that each class should look after themselves
  - o There was agreement that texting by Ciaran worked really well
  - o Suggestion re earlier notification of presentation times which will help with the scheduling of after school activities– Ciaran to discuss with Sally
- AGM: Mary to talk to Patron committee re possibility of convening a joint PTA/Patron AGM in future
- Lorraine to invite coordinators to next meeting
- There has been a request to include swimming classes on school diary/calendar.

NEXT MEETING      April 13<sup>th</sup> 2016