

PTA Committee Meeting Minutes

11 September 2013

Present

Deirdre Murray	Chairperson
Jim Keating	Secretary
Ciaran Gray	Teacher Rep
Ashling Dyson	Board Rep
Lorraine Ward	After School Clubs

Apologies

David Delaney, Shane O Mahony, Tom O Donnell

Minutes of previous meeting

Read and agreed.

Chairperson's report

Deirdre welcomed those present and outlined the primary purpose of the meeting: organising of the after school clubs. This included

- collating of coordinators letters
- setting a final date for returning of application forms
- photocopying and sending out in school bags.

As there is a lot of time and effort involved in doing this, it has been divided up between Lorraine and Jim:

- Lorraine has responsibility for on-going support to the coordinators.
- Jim, as secretary took responsibility for collating and photocopying the club letters to be sent out in the school bags on Monday 16th

- Also, a reminder text will be sent to parents about application forms in bag.
- The final date for returning the club application forms is Friday 20 September. The places will be allocated in the order in which the application forms are received by the coordinators, who will inform the parents /guardians by text. If a club is oversubscribed, a lottery will take place. No money is to be sent with the application forms.
- There will be no registration evening this year, the school policy will be sent out with the application forms for signing. This gives ample time for the policy to be read and understood.

Appreciation

The committee would like to thank Lorraine Ward, who resigned as Chairperson in June; Lorraine is staying on the committee as Coordinator support person.

Also many thanks to Lynn Jackson who has stepped down from the committee;Lynn did great work quietly behind the scenes helping with the coffee mornings,etc.

Teacher report

Ciaran will give some thought to enhance teacher input on the committee.

Discussion

It was emphasised that it is a great advantage to have a teacher on the PTA.

Board report

There was nothing to report, as the Board did not meet before the PTA meeting.

Patron report

Not available.

Treasurer's report

Not available

AOB

1. Jim is to place the agreed minutes in the notice board under the stairs, as a way to be transparent and communicate with parents.
2. The Irish Hospice Foundation coffee morning is taking place on Thursday 19th September.
3. The Childline fundraising breakfast takes place from 7th – 13th October.
4. The PTA coffee morning is on 20th November.
5. It was suggested a stall explaining the work of the PTA would be part of the autumn fair.
6. To facilitate members to attend committee meetings, the next two meetings will rotate on different weekdays:
 - Monday 21st October at 8.30 pm
 - Thursday 5th December at 8.30 pm

The meeting ended.

Agenda for 21st October 2013

1. Review of draft minutes of previous meeting

2. **Feedback from:**

- Chairperson: Deirdre
- Secretary: Jim
- Treasurer: Shane
- Afterschool clubs: Lorraine
- B.O.M: Ashling
- Patron: David
- Teachers: Ciaran

3. **Issues for exploration.**

1. Encouraging new people to join – any ideas?
2. Future events.
3. Mentoring:

The following roles need replacements by June 2014 (currently Jim):

- Chess club coordinator
- Pantomime organiser
- PTA Secretary

Replacement required by AGM 2014:

- Treasurer (currently Shane).

4. **AOB?**

5. **Next meeting:** Thursday 5th December.