**Castletown National School Parents Association Committee**

**Minutes of Annual General Meeting – Wednesday 3rd October 2018 – 8.00pm**

**Location: Scoil Ghormain Naofa, Castletown, Gorey, Co Wexford**

Attendees: Rochelle Kinsella (Outgoing Chairperson)

Margaret Tallon (Secretary)

Ann Kavanagh (Treasurer)

Emer Russell (Principal)

Jan Purcell

Sinead Fanning

Fiona Kelly

James Neville

Ruth Proctor

Maresa White

Eilis Kavanagh

Apologies: Concepta Church (BOM)

Mary Allen

Deirdre Jordan

Paul and Naomi Ryder

Shane and Susan Prendergast

**Agenda Items discussed**

1. **Welcome from Emer Russell and Introduction to guest speakers:**
   1. **Dr Sandra Claire – Discussion on Sepsis**
   2. **McCabe’s – Discussion on Head Lice Prevention**
2. **Chairpersons Welcome and Introductions**

Rochelle Kinsella kicked off the AGM by extending a very warm welcome to all its new members and to remind parents that they are welcome to all meetings throughout the year. It is lovely to see some new faces.

1. **Outgoing Chairpersons Report – Review of 2017/2018 Activity**

Last year’s fundraising was very successful. The annual Halloween Disco fundraiser raised money for The Frances Ryan School of Dance to visit our school and we held a 6 week block of dance for all classes which began straight after midterm. We were also extremely excited to welcome The Big Bear Planetarium where costs were covered from our uniform funds. In addition, the Parents Association gave a small donation towards the purchase of new equipment for our sensory room within the school. The group also provided tea and refreshments for our Grandparents Day which is a very special day in the school year. We also facilitated Pancake Day, Easter Bunny, Communication Teams and a very successful climb of Croghan. The Croghan climb funded yearly Sports Day. This year we introduced a Fruit table which was a big hit with everyone. We sincerely thank all the parents for their continued support helping with fundraisers. However, many hands make light work and we would really appreciate new parents to come on board to help to continue the excellent work for our school.

1. **Secretary’s Report (Margaret Tallon)**

I would like to take a moment to acknowledge the outgoing Chairperson, Rochelle Kinsella, who stood down last June 2018 after 3 very successful terms. In addition to this, she continues to go above and beyond what is expected of our parent by giving her time, commitment, support and energy to our school and all with a smile. So on behalf of the Parents Association I would like to thank you for your contribution, support and dedication to our school to date. I would also like to thank Emer for “coming back for your 2nd year” and we are absolutely delighted that you chose to become our principal in 2017. Thank you to Ann Kavanagh for her continued support and dedication in her role as Treasurer. Thanks to all of the other parents who continue to support the PA each year. Your support continues to be vital in our fund raising efforts year on year.

1. **Treasurers Report (Ann Kavanagh)**

Ann Kavanagh (Treasurer) reviewed the attached Bank Account as at 12th September 2018 – Opening Balance as at 1st September 2017 (€445.49), Proceeds from Halloween Disco, Christmas Cards, Croghan Walk and Petty Cash (€3,475), Expenditure (Halloween Disco, Christmas Cards, Planetarium, Hip Hop Dance, GAA sponsorship, Sport Day, School Events Day, Bank Charges (€2,515.36). Closing balance as at 12th September 2018 (€1,405.13). This does not include the funds from the School Uniforms which totalled - €2,745 and is held in a separate account.

1. **Role of Parents Council, Committee and Volunteers (Margaret Tallon)**

The role of the parents association is to work in partnership with the principal, board of management and the whole school community for the betterment of the children in the school. To support and empower parents to be active in the best interests of their children’s educational lives. Throughout the year the school holds various opportunities for parents to come together to fund raise. All monies raised are given directly to the school. We would like to thank each and every parent for their support during these fundraising activities and as always there are parents who go above and beyond to help out and we are extremely lucky to have such school spirit.

1. **Election of Officers**

Rochella Kinsella nominated Margaret Tallon to the Chair for the next term (2018/2019) and this was seconded by Jan Purcell. Ann Kavanagh agreed to remain on as Treasurer for the next term 2018/2019. The position of Secretary has yet to be determined. All nominations are greatly welcomed!

1. **Halloween Disco Fundraiser**

Dates for disco agreed for the Thursday 25th October 2018 from 5.30pm to 7.30pm at the Golden Anchor as the school is closed on Friday 26th October 2018 due to Presidential Elections. Ann Kavanagh agreed to contact Donal who will DJ on the night. Food will be managed by Concepta Church, Rochella Kinsella, Eilis Kavanagh and Deirdre Jordan. Spot prizes for the night – Ann Kavanagh will cover Canavan’s Hamper, Voucher Arklow Bay; Spot Prizes for Best Dressed; Margaret Tallon to ask Seafield, Pirates Cove, Coral Leisure Arklow and Broken Chair Arklow for Spot Prizes; Jan Purcell; spot for Nails/Facial – Jan will also cover the door on the night - €10 per family - €3 per child. Raffle tickets will be on sale throughout the evening. Margaret Tallon will manage the Raffle. Eilis Kavanagh will ask Pat Kelly, Joannes Gorey for Spot Prizes. James Neville agreed to manage the decorations for the night.

1. **School Uniforms (Ruth Proctor)**

Ruth Proctor, who currently coordinates the sale of school uniforms, has decided to step down in 12 months. Ruth thanked both Emer Russell and Siobhan (School Secretary) for their support to date – especially Siobhan who is so organised. Ruth confirmed that the stock is full – there is circa €7,500 worth of stock at present and there is a balance of €2,745. It was agreed that a new strategy/approach is now required. When parents commit an order they must pay in advance to avoid being overstocked – stock is being held in a room in school which is somewhat damp. Need to introduce a pre ordering system. James Neville committed to discussing this topic with a family member and to come back with any advice. Essentially we need to identify someone to manage the uniforms going forward, when Ruth steps down. Ruth is to diary time taken to manage the process. Can we link the process to on-line payment? Margaret Tallon confirmed that she would like at on-line payment piece. Any surplus funding/monies from the sale of uniforms should be held for now for the potential GE Hall.

1. **Objectives and Suggestions for 2018/2019 School Term**

The following is a listing of objectives and suggestions for the 2018/2019 school term which were discussed and supported by the Parents Association Committee:

**Objectives/Potential Suggestions discussed include:**

* Child Centric Approach to fund Raising.
* Uniforms
* Sports Day (confirmed)
* Croghan Walk – 20th May 2019 is confirmed for Active Week
* Grandparents Day
* Communions (confirmed for 19th May 2018)
* Christmas Cards (potentially but needs to be revisited – harder sell)
* Calendar
* Easter Egg Hunt (potentially link to Active Flag)
* Kids Yoga

It was decided that a follow up meeting should be scheduled to discuss these future activities.

1. **Update from School Principal (Emer Russell) – includes potential asks from PA:**

* New set of Jerseys – happy to contribute €100 towards
* STEM Boxes STEM Teaching – mobile service workshops €4 per child – total No of children 134 – total €536 – the PA agreed to fund this for the students this year.
* Student Council has been relaunched – democratic process – great experience for kids.
* Anti Bullying Policy is under review.
* Mobile Phone Policy - Phones are not permitted (outcome of Parents Survey)
* Big Sing/Sing out Loud – 3rd/6th October 2018 – in aid of Mental Health Week
* Christmas Concert – great success in Dec 2017.
* Addition of new teachers (bring skills such as Public Speaking, Music)
* ASD class – changes to our school dynamic
* CPD – STEM – Croke Park Hours includes Discovery, PDST – Maths
* **Paired Reading**
* Find new volunteers for Junior Infants to 2nd Class. Mondays 9am to 11am and Thursday 1.40pm to 2.00pm – **Action (all)** Need to be Garda Vetted (total 3 years)
* Active Flag continues
* Scooter Day – 5th October 2018
* PCs – Margaret Tallon has secured a desktop and laptop for the school - same to be delivered shortly

These minutes were prepared by Margaret Tallon (Outgoing Secretary – Parents Association)