Scoil Ghormáin Naofa, Castletown

Parents’ Association Meeting

2nd June 2022

**Apologies**: Siobhan Corley, Mags Tallon, Sarah Kavanagh, Mary Allen

PA Caroline and Fiona welcomed everyone to the meeting and reviewed the minutes.

**Actions:**

* Afterschool idea to be addressed Sept 2022 on return from Summer break (The group discussed an after school service as a fundraiser)
* Fundraising committee on hold as school await feedback from development application

**Finance**

Fiona gave an overview of the bank account (see attached treasurers report). It was agreed that parents should be made aware that although the split the pot was a success as a fundraiser, this is covering day to day costs. Consideration to be given to making parents aware of costs, accepting donations and sponsorship where available going forward.

**Actions:**

* Roles. The committee thanked and acknowledged Fiona’s hard work and huge effort this year in making such a success of the treasurer role and associated activities especially the fundraising.
  + Fiona Kelly to stay on as Treasurer and Proposing Co treasurer role for 22/23 term
* Caroline to survey parents and students on 6th class hoodies/gift option
* Uniforms are now available to buy online <https://schoolwearhouse.ie/product-category/castletown-ns/>
  + Crests will be available from school
* Last stock to be sold, account to be closed and balance transferred to one PA account by Sept 22
* Split the pot to run through the summer but not chase the ace, the ace pot will freeze until school returns

**Update from Emer and the School:**

* Thanked the PA for maintaining connection through covid
* Updated on school progress and flags
* Updated on activities requiring volunteers-paired reading etc. action to recruit at sports day.

**PA Roles:**

**The parent’s association is made up of all parents in the school. Some roles are more set than others but involvement from all parents is welcomed and much needed.**

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| --- | --- | --- | --- | --- |
|  | **What is involved?** | **2021-2022** | **2022/23** | **Co role** |
| **Chairperson** | Organising and chairing the PA meetings and working with parents on events and planning. Working with the school to plan. | Caroline O Shaughnessy | Ronnie Daly | Caroline O Shaughnessy |
| **Treasurer** | Overseeing income and spend of PA funds, working with accountant for audit, preparing and presenting treasurer report | Fiona Kelly | Fiona Kelly | Open |
| **Secretary** | Write up minutes from meetings and share. | Siobhan Carley | Siobhan Carley | Deirdre Jordan |
| **PRO /social media** | Oversee publications to public and parents re PA events and information |  | Laura Molloy | Open |
| **Fundraising coordinator** | People needed to drive new ways to bring in funds | No formal role | Eilis Kinsella Kavanagh | Open |
| **Split the pot team** | People needed to support the collection and counting of money and coordinating the draw activities | Fiona Kelly  Esther Hope  Carol O Shaughnessy  Gillian Kinsella  Danielle Redmond  Sarah Kavanagh  Edel Forde  Kate Roland | Open to all | |
| **Green school team** | People needed to help school with digging, gardens, tree planting events through the year | No formal team | Open to all | |
| **Paired reading** | People needed to listen 1 on1 to the children reading and help build their confidence. 1 morning per week for 1 hour | Sarah Kavanagh coordinating | Open to all | |

**Treasurer Report: September 2021 to June 2022 (@ 30/05/22)**

|  |  |  |  |
| --- | --- | --- | --- |
| INCOME: | Amount | EXPENDITURE: | Amount |
| Opening Balance | 530.96 | NPC Membership | 81.25 |
| Festive Dress up December | 701.50 | Bank Fees & Charges | 55.97 |
| Split the Pot (12 draws) | 2004.00 | Trophies | 187.60 |
|  |  | Christmas Elves | 354.00 |
| **Total Income:** | **3236.46** | Ukulele Lessons (3rd/4th) | 668.00 |
|  |  | Easter Treats | 161.41 |
|  |  | Pancake Tuesday (Gas) | 30.00 |
|  |  | Split the Pot Stationery | 243.14 |
|  |  | Split the Pot Prizes | 123.42 |
|  |  |  |  |
|  |  | *(Projected Exp. June 22)* |  |
|  |  | Medals | 187.50 |
|  |  | BBQ/Sports Day Food | 700.00 |
|  |  | Graduation cake 6th class | 80.00 |
|  |  | Ice Cream Van (last day) | 320.00 |
|  |  |  |  |
|  |  | **Total Expenditure:** | **3192.29** |
|  |  |  |  |
| \*Opening Balance Sept 22 | 44.17 |  |  |
|  |  |  |  |

* This does not include any potential income from Split the Pot draws in June or the 10 week Summer draws @ €20 per entry.

September 2022 anticipated expenditure:

* School Hoody for 6th Class Students (**approx. €700**) to be paid asap
* Deposit for Music Generation Ukulele Lessons (approx. **€334**) to be paid asap

**If there are 100 participants in the 10 week summer draw @ €20 then there will be a starting balance of approx. €1000 from this fundraising, which will cover these two immediate expenses.**

**Events and dates**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | **Requirement** | |
| Croghan Walk | 17th June | Parents needed to volunteer to support the walk, drive and help out  \*There will be no fruit pots this year. This is not a fundraising event | |
| 6th Class Grad | 23rd June | None-cake has been ordered | |
| Sports Day/BBQ | 24th June | * Grandparents invited to come, and refreshments will be provided * Parents asked to bring a bake please * There will be a chance to sign up to split the pot for the summer on the day (you can PayPal or please bring cash) | |
| **Sports Day roles** | | | |
| **BBQ ing**  1 Tom  2 Shem Halvey  3 Ronnie | | | **BBQ Dressing**  1 Edel  2 Susan  3 Siobhan |
| **Hot Dogs/Sausage Sambos**  1 Volunteer needed  2 Volunteer needed | | | **Fruit/Strawberries**  1 Volunteer needed  2 Volunteer needed  3 Volunteer needed |
| **PA Station**  1 Volunteer needed  2 Volunteer needed | | | **Grandparents Refreshment**  1 Eilis  2 Deirdre |
| **Photographer**  **1** Volunteer needed | | | **Welcome new families**  1 Volunteer needed  2 Volunteer needed |
| **We need a further 10 people to volunteer on the Sports day please email or text Caroline 0871689821 or Fiona 08709894097** | | | |