

St. Patrick's Primary PTA Meeting

03rd October 2024

In Attendance: Mr O'Neill (Principal), Rebecca Shannon (Chair), Claire Mohrholz (Vice-Chair), Niamh Auscher (Treasurer), Laura Henderson (Secretary), Danielle McGloin, Marta Gonzalez

Apologies: Jamie Bingham (Vice-Treasurer), Victoria Fizzesimons, Tessa Breslin, Pralita McCourt, Ciara Mac Guill, Toni McStraw, Maria Stacey, Nicola McCarthy, Siobhan McLoughlin

1. Committee Signatures: PTA Constitution 2024/25 & Trustee Eligibility Declaration Forms

The PTA Constitution sets out the fundamental rules and procedures committee members must follow when managing a PTA (copy available on request). It requires adoption each year and the signature of the new committee chair and one witness.

Action: Rebecca Shannon to sign the Constitution with Laura Henderson acting as witness

Action: Mr O'Neill to give soft copy access of the Trustee eligibility form to all committee members

2. Committee access to Parentkind

Action: All committee members to provide their email address to Laura who will give access.

3. Update on status of Treasurers' Report and Charity Report

No financial details for the last financial year, 2023-2024, were submitted.

Action: Niamh Auscher will meet with the previous treasurer next week for a handover of responsibilities and paperwork.

4. Calendar of events 24/25

All our main fundraising events will re-run. A colour run with family BBQ was suggested as a possible fundraising activity next year in place of the sponsored walk, which was supported by all in attendance. Agreed dates for the main events are as follows:

- Halloween Party, Thursday 24th October 2024, 6-8pm
- NEW: Christmas Movie Night*, Monday 16th or Tuesday 17th December 2024
- Quiz Night**, Friday 7th March 2025
- NEW: Colour Run** (replacing sponsored walk), Friday 14th or Saturday 15th March 2025
- Summer Fete, Friday 13th June 2025

*Suggested dates for the Christmas Movie Night are a placeholder for now until dates for all other annual festive activities run by the school have been confirmed.

**Dates for Quiz Night and Colour Run are placeholders until agreed with the venues.

Action: Mr O'Neill to confirm date for movie night

Action: Laura to check venue availability for quiz night and colour run

5. Halloween Party planning

- *Ticketing/Pricing:* Ticket price for the event was agreed at £5 for a single child family; £10 for a family with two or more children. Entry fee will include access to all games/crafts, facepainting and glitter tattoos. It will not include refreshments (see below), tombola or selling stalls.
- *Refreshments:* Includes BBQ, tuck shop, soup, hot chocolate, cakes. It was suggested we move away from providing high-sugar/low nutritional value foods with excess packaging at our events, which all in attendance were in favour of. It was noted that the more activities and healthier food options we make available, the better. It was also noted that there is an existing supply of tuck shop items already purchased which all agreed should be used rather than disposed of. Once this supply has depleted, it won't be replenished.
- *BBQ:* Will be managed by Nick and team this year, but it is unclear if he will bring his own BBQ. The PTA have 2 BBQ's in the school shed which were checked by Rebecca and Laura and deemed not fit for purpose. If Nick confirms he isn't bringing his own BBQ, the PTA will need to purchase a new one.
- *Tuck shop:* Volunteers needed to run, using existing stock.
- *Soup:* Will be provided by PTA class rep Maria Stacey and Niamh.
- *Hot chocolate:* Will be supplied by Niamh.
- *Cakes:* Donations for cakes and buns will be requested from parents/carers on individual year group WhatsApp groups.
- *Raffle:* It was agreed to run this year's raffle as a tombola to reduce the burden of sourcing prizes and managing prize winners. Mr O'Neill agreed to run a non-uniform day before the Halloween Party in exchange for each child 'bringing a bottle'. A bottle could include sauce, bubble bath, wine, juice etc.
- *Games:* Ciara Mac Guill has agreed to run her Harry Potter-themed games again this year as they were a huge hit last year. Niamh reported that there is some interest from past pupils in running a hair/braiding/spray stall which all in attendance were in support of. An honesty box was suggested for this stall, which was agreed.
- *Glitter tattoos:* Will be managed by PTA class rep, Toni McStraw.
- *Facepainting:* Will be managed by Laura.
- *External stall:* A past pupil who hand-makes her own crochet goods expressed an interest in having a stall at the event. All agreed she could purchase a table for £10 and then keep all of her profits without the need to make a further donation to the PTA. If she does not sell more than £10 worth of stock, her table payment will be returned.
- *Pumpkin carving competition:* This year we will run a competition for children and, recognising the talent from last year and previous years', a separate competition for adults will be run, charging £1 per entry. Entries need to be left at the school the w/c Monday 21st October. This will be disseminated via year group WhatsApp groups.

- *Fancy dress competition*: There won't be a formal competition this year (no line up!) but spot prizes will be awarded to kids on the night pending volunteer capacity.
- *Poster/advertising*: Will be designed by PTA volunteer, Clare McPhillips. Mr O'Neill confirmed all rooms used during last years' event can be used again this year.
- *Music/lighting*: Speakers (with lights) will be supplied by Niamh, saving on the cost of a DJ.
- *Decorations*: There are some existing decorations stored in the school that can be used but new ones are always welcomed and would be put to good use.
- *Set-up*: Full access to school grounds for set-up will be available from 4pm, however, volunteers are welcome from 3pm to help with tasks that don't require specific room access (such as ticketing the tombola, decorating hallways, organising donations and stock etc).
- *Cash & carry*: Run for BBQ accompaniments (buns, cheese etc) and cups will be needed. Nick will manage own run to butchers.
- *Volunteers*: A small number of past pupils and PTA volunteers (including class reps and committee members) have come forward to help with set up, event running, and clear up, but more volunteers are needed.

A number of other great suggestions for crafts and stalls were made by class reps and volunteers on the PTA WhatsApp group prior to the meeting and will be run pending volunteer capacity. It was also recognised that the support of past pupils who have volunteered to help will be invaluable.

Action: Rebecca to check with Nick if he will be bringing own BBQ. If not, a new one needs to be purchased

Action: Mr O'Neill to communicate non-uniform day to whole school community

Action: Class reps to request cake/bun donations on year group WhatsApp groups, and put out a notice for the pumpkin carving competition

Action: Cost of tombola tickets to be agreed

Action: Cash float (not discussed) and cash & carry run, needed

6. PTA Communication plan

Meeting overrun and we did not get to this item. To be added to the next agenda.

7. Date of Next Meeting

Week commencing Monday 25th November, exact date and time tbc.

8. AOB

i. Mr O'Neill gave an update on restrictions on having animals / a petting zoo at school events following a related incident at a primary school in NI. It may not be possible to have animals at future events, but Mr O'Neill will clarify at a future meeting.

ii. Mr O'Neill clarified that as the AGM happens only once a year, it is not possible to publish minutes of an AGM until the following year (i.e. minutes of AGM 2024 cannot be published until 2025), as until then they are deemed as being 'in draft'. A summary however can be published so if the

committee wish for the main discussion points to be shared on the school website, a summary will need to be prepared.

iii. The PTA Christmas card initiative with InHouse Publications will run again in December - to be discussed under 'future events update' at the next meeting.

iv. Agenda items for next meeting:

- Review of Treasurers report and Charity report (outstanding)
- PTA Communications plan
- Sub committee for development of outdoor space
- Requests for use of PTA funds
- Future events update
- Correspondence (received to PTA email account)

9. Thank you and Close