

**St. Mary's BNS, Maynooth**  
**Parent Teacher Association October Meeting Minutes**

**Date:** Tuesday 4<sup>th</sup>, October 2011

**1.0 Approval of Minutes**

The minutes were proposed and seconded.

**2.0 Financial Update**

Current balance is €6,100. After the allocated funds are spent, the balance will be €248.

**3.0 School Requests**

3.1 The PTA has committed funds to aid the purchase of a book cover machine for €1,200.

3.2 The school sought financial support from the PTA for an art project for the 4<sup>th</sup> and 5<sup>th</sup> classes. The project is partly funded by KCC. An artist would come to the school to work with the classes to create 50 prints by the students. The prints would be displayed in the staircase in the new part of the building. Subject to funding, it noted that this is a project the PTA would support.

**4.0 Election of Officers**

4.1 It was explained that there are 3 positions in the committee: chairperson, treasurer and secretary. As per the constitution, the chairperson and treasurer must be on the committee for one year prior. That is not the case for the secretary role.

4.2 For the chairperson's role, responsibilities were described as: organise the calendar of events for the school year, co-ordinate the preparation necessary for each of the events and liaise with principal and teachers as needed, etc.

4.3 For the treasurer's role, responsibilities include: record all of monies in/out of the account, follow up with spending requests, one of the two signatories on the PTA cheque book, maintain the PTA accounts throughout the year, give monthly financial updates at PTA meetings and an annual report at the AGM. The figures are recorded in an Excel spreadsheet. The position can be held by a parent for two out of every four years for continuity. The decision on what and where to spend the funds will be decided at the monthly meetings by the committee and those present at each meeting.

4.4 For the secretary's role, responsibilities include: record and distribute the minutes for the monthly meetings and for the AGM each September, liaise with the other roles as needed to communicate events, etc.

4.5 The chairman stepped down from the chair role after serving three years in the position and a new chairperson was elected.

4.6 The treasurer remained in the position.

4.7 The secretary stepped down and a new secretary was elected.

4.8 Two other new positions were agreed: vice chair and vice treasurer.

- 4.9 The role of the PRO was described as liaising with the local newspapers and community to raise the profile and promote the BNS. The school has begun to do more of these themselves. A deputy PRO was elected.
- 5.0 **October Calendar**
- 5.1 The newsletter will include the request for the annual voluntary contribution from parents. It was agreed the contribution will remain at €50 per family.
- 5.2 Payment options for the contribution were discussed. Most families pay by cash or cheque. PayPal was suggested as an alternative convenient method of payment. This will be looked into. It was noted the importance of accurate details of payment should be recorded on the return slips with the money from students. Sending receipts only when requested will be considered.
- 5.3 A coffee morning for the parents of junior infants will take place in the week beginning Oct 17<sup>th</sup>. Date to be confirmed.
- 6.0 **AOB**
- 6.1 The Christmas card fundraiser for the school was discussed. The students would create a design for a card cover; it would then be sent to the company for a proof and returned to the school for individuals to review. There will be no obligation to buy. The students may be able to start their drawings by the end of the month.
- 6.2 Printing calendars was discussed as a possible fundraiser. It was noted that there are already several calendars that are produced by the GAA so it may be too many calendars on the market for parents.
- 6.3 It was noted that when the request was sent out recently to parents for suggestions for the school, only 4 were received.
- Is it possible to provide a crest to secure onto school jumpers, as opposed to purchasing them with the crest already attached? Suggested twice, this is under review.
  - Is there the possibility of a second car port for shelter? This is unlikely as there are not enough funds. The first one cost €4,000. The correct procedure for future wet days to be communicated to parents in a newsletter. This would reduce the chaos experienced on a recent wet Friday morning.
  - Could bicycle safety classes be considered for the students? This was done two years ago. It is something that could be done again in the spring term.
- 6.4 Other suggestions came from the floor:
- Catering for the junior cycle yard games. This year €1,000 is allocated for equipment for the juniors. One parent from the junior and senior infant classes was asked to talk to other parents to get input and give feedback at the November meeting.
  - A playground for the juniors was suggested, based on an experience with a previous school. Whilst safety, space and cost are issues, it was decided to investigate this further and see what could be achieved.

- It was asked about the possibility of offering a speech and drama option for the boys as an alternative to the Irish/hip hop dancing. This suggestion has been made before, but due to the high cost and scheduling issue in the curriculum, it is not possible. It was noted that drama is incorporated in the daily curriculum through such activities as the Nativity play, boys reciting stories and poetry, etc.
- A music bursary was suggested for a possible guitar rental scheme to give more boys the opportunity to learn music/guitar. Costs and the practical issues around how boys would practice knocked this idea.
- A suggestion was made for the boys have an opportunity to display some of their work on the school website as a way of enhancing it and create more interest in it. Artwork or writings could be made available and over time allow the boys take some ownership of their website material.

6.5 There was no feedback yet on the suggestion of a breakfast club.

6.12 The PTA thanked the out-going chairman for his contribution for the last three years.

**Next meeting - Tuesday, 8<sup>th</sup> November at 8pm.**