

ST. PETER'S PARENTS' ASSOCIATION COMMITTEE (PAC) MEETING

MINUTES

03/12/24 8:00-9:10 PM (Zoom)

IN ATTENDANCE:

- Tanya Whelan (TW)
- Laura Kelly (LK)
- Jenny Cox (JC)
- Caoimhe Grant (CG)
- Kathryn Kelly (KK)
- Chris Hapka (CH)
- Lorraine Robson (LR)
- Marie Obradovic (MO)
- Sasikala Rajeev (SR)
- Maryjane Ijeoma (non committee)

APOLOGIES:

- Ray Ryan (RR - Principal)
- Maeve Bray (MB)
- Katrina Mellett (KM)
- Adrienne Lynch (AL)
- Ioana Simina (IS)
- Bernard Duggan (BD)
- Anca Lucac (AL)

AGENDA

Topic discussed	Actions
Corrections to minutes of AGM: None	
Updates on actions from last meeting (non-agenda): <ul style="list-style-type: none">• No progress with recruiting new PA class reps• No opportunity to discuss structure/schedule of afterschool activities with RR yet.• No response from school re planned coffee mornings	LK/ MB to contact individual classes re class reps. TW/KM to follow up with RR.
Secretary and communications officer: <ul style="list-style-type: none">• December newsletter reviewed. No comments/changes.• Communication received:<ul style="list-style-type: none">○ RR: Teacher's Representative on the PA may be considered as part of review of posts of responsibility in early 2025.○ RR: 2-3 PA committee members invited to attend a portion of the BOM meeting 10/12○ RR: Seeking volunteers from PA to support the open evening on 16th or 17th Dec [date TBC].○ RR: Seeking volunteers to support the school book fair in January [date TBC].○ Contacted by Cuchulainn Sportswear re School Leaver's Hoodie○ Boylan's Buses contacted PA to support new private school bus route and spread the word amongst parents.	<ul style="list-style-type: none">• Await update on Teacher's Representative for PA• TW, KM, MB/LK to attend BOM meeting• TW, CG, JC and LR to support the Open Evening.• MB and CG to meet with 6th class to explore Hoodie idea and potential involvement of 6th class in future PA events.• Newsletter to be issued, including a call for parental volunteers to support the book fair in January.
Arts officer: No update	CG will contact RR and scope out role of arts officer

<p>Finance officer:</p> <ul style="list-style-type: none"> ● PA bank account is now open ● Financial governance document for the PA is in draft. All future funds raised will have a clear purpose, which will be agreed in advance by BOM. 	<p>CH to circulate draft to PA once finalised. Will need input and sign-off from RR and BOM.</p>
<p>Sustainability officers:</p> <ul style="list-style-type: none"> ● MB submitted an application for a grant and is awaiting a decision re same end December ● Uniforms [KK]: <ul style="list-style-type: none"> ○ Large volume of pre-owned uniforms being donated to the school, need significant manpower to process and organise stock. ○ Suggestion to offer uniforms as “sets” and use some PA funds to support this. ○ Suggestion to consider 1 donation drive in July-August (after the school year finishes) and 1 large uniform swap event in June (before the next school year). ○ Suggestion to set up a donation point in the reception for ad-hoc donations throughout the year. ○ May need to organise stock once per term and seek non-PA parent volunteers to support. ● Christmas Jumper swap event will take place 6/12/24 with support from Ms. Gemma Hughes 	<p>KK and MB to explore options and revert back at next meeting with plan. Volunteers will be needed from wider parent body. Also need to explore options to reuse/recycle unusable donations.</p>
<p>PA events handbook: MB has created a handbook of events to act as a blueprint for future events.</p>	
<p>“Gen Free” Project [voluntary agreement on smart-phone use in primary school] - Update from JC</p> <ul style="list-style-type: none"> ● Few local schools have introduced this to date. 1 government document but no real infrastructure to support it. Driven by PA and wider parent body. 	<p>JC and KK to form a subcommittee, engage with RR and school management with a view to surveying parents to gauge interest as a first step.</p>
<p>Pub Quiz: TW thanks all for what was a hugely successful event. In particular, thanks to KK and BD for securing prizes and organizing the quiz. Total of €1320 raised.</p> <p>Positive feedback from survey.</p> <ul style="list-style-type: none"> ● All who attended rated enjoyment as 5/5 and would come again next year ● Main barrier to not attending was childcare and work ● Suggestions for improvement: Bigger venue, more culturally-diverse event 	
<p>Bake Sale: No formal plan for Bake sale yet.</p>	

<p>End of year event: Strong interest in PA supporting the end of year Sports Day and increased parental involvement at it as a “whole school” community event.</p> <p>Some suggestion for PA to directly support:</p> <ul style="list-style-type: none"> ● A refreshments stand PA with baked goods ● PA organise design and fund printing of “St Peter’s Sports Day” backdrop to take photos with classmates. ● Design/ print participation certificates for all students ● Sports day t-shirts 	<p>Need to explore feasibility with RR and if school are supportive of concept of parental involvement. Sub-committee to be formed at next meeting.</p>
<p>Winter/ Christmas market: MB and Klaudia Kula explored the option of hosting a market next year. Details of findings sent in advance of meeting. Not discussed further.</p>	<p>For discussion at next meeting.</p>
<p>AOB:</p> <ul style="list-style-type: none"> ● CG shared experience of navigating the Secondary School application process. Important to have information on open evenings and key application dates well in advance. ● DNG auctioneers have kindly offered to sponsor the school with funding. 	<p>CG and TW to meet in early 2025 to create a resource to support parents.</p> <p>TW to discuss DNG sponsorship ideas further with RR.</p>
<p>Date for next meeting: Tuesday 14th January at 8pm (in-person)</p>	