

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

## MINUTES

11/02/2025

8-9.15pm

Zoom (invite sent to all parents in advance)

### IN ATTENDANCE:

- Katrina Mellett (KM)
- Tanja Whelan (TW)
- Laura Kelly (LK)
- Maeve Bray (MB)
- Caoimhe Grant (CG)
- Jenny Cox (JC)
- Lorraine Robson (LR)
- Xing Yue (XY)

### APOLOGIES:

- Kathryn Kelly (KK)
- Ioana Simina (IS)
- Anca Lucac (AL)
- Ray Ryan (RR)
- Marie Obradovic (MO)
- Bernard Duggan (BD)
- Chris Hapka (CH)

### AGENDA

Topic discussed	Actions
<b>Corrections to minutes:</b> <ul style="list-style-type: none"><li>• Omission from minutes 14/1/25: Discussion had re payments for afterschool activities (practicalities, safety). PA to contact school management to explore cashless payments options (as available in other schools).</li></ul>	
<b>Updates on actions from last meeting (non-agenda): None</b>	
<b>Secretary and communications officer:</b> <ul style="list-style-type: none"><li>• <b>Updates from principal RR on school matters and policy:</b><ul style="list-style-type: none"><li>○ PA request for a <b>cashless payment option</b> for after-school activities will not be facilitated.</li><li>○ RR will continue as <b>teachers' link</b> with the PA. Discussion had re preference for more direct link with the wider teaching staff to strengthen working relationship and target PA activities. Discussion had on whether there is potential for PA officers to work with the relevant Assistant Principals or school committees in particular areas (e.g. Green Schools committee and Sustainability officer).</li><li>○ <b>Homework policy:</b> review in progress and awaiting sign-off with BOM.</li><li>○ <b>School uniform survey:</b> sent to parents and teachers 4/2/25 and closed 11/2/25. LK presented a summary of results (to be circulated) along with a draft proposal to address some concerns highlighted by parents and teachers.</li></ul></li><li>• <b>PA-Parental communication plan:</b> no update</li><li>• <b>PA membership:</b> Welcome to new member Xing Yue (Junior infant parent). Discussion had regarding need to improve membership. Barriers to retention of current members and succession-planning to ensure the future viability of the PA was also discussed.</li></ul>	<p>PA to explore further with school management.</p> <p>Await update</p> <p>Uniform survey feedback and final proposal to be sent to BOM for consideration.</p> <p>PA to request meeting with RR to discuss further.</p>

<p><b>Sustainability officers:</b></p> <ul style="list-style-type: none"> <li>• PA application to Department of Environment Climate Actions Work Fund for school community engagement was successful. Full announcement to school and staff will be released later this month.</li> <li>• KK has sourced a new uniform recycling bin, which will be placed in the school lobby (with agreement from RR). PA also plan to work on organising existing donations.</li> </ul>	<p>Update at next meeting</p>
<p><b>Finance officer:</b></p> <ul style="list-style-type: none"> <li>• Financial governance document finalised and submitted to BOM.</li> <li>• Ideas on how to spend funds raised at PA fundraising quiz not discussed.</li> </ul>	<p>Discuss at next meeting</p>
<p><b>Arts officer:</b> Discuss next meeting</p>	
<p><b>“Gen Free” project - voluntary smartphone agreement</b></p> <ul style="list-style-type: none"> <li>• JC has contacted local schools regarding their experiences and future plans. Very topical at present, with several schools recently/in the process of introducing a pledge. Parental survey drafted for St Peter's. Aiming to survey parents to gauge interest on the concept of a voluntary smartphone agreement in the coming weeks. Following this, a voluntary smartphone pact will be rolled out (aiming for before Communion).</li> </ul>	<p>Survey to be sent to parents in coming weeks.</p>
<p><b>End of year whole-school social event:</b></p> <ul style="list-style-type: none"> <li>• PA proposed that the sports day be opened up to all parents and that it would be hosted jointly with teachers as a community-building activity. PA willing to source public liability insurance to cover parents in attendance. This request was considered by RR, but unable to facilitate. A counter suggestion for the PA to host a standalone Sports Day was discussed this evening. All present do not feel this is achievable this year within existing PA resources.</li> <li>• PA continues to express an interest in hosting a joint social events with teachers and to be more involved in school life and events.</li> </ul>	<p>Explore if wider PA committee members are interested in hosting a standalone Sports Day event.</p>
<p><b>Secondary School information for parents:</b></p> <ul style="list-style-type: none"> <li>• TW and CG have met to discuss priorities for parents. MB has drafted a document with information on secondary school options and application processes for parents. Recognition that this would require some work to keep it updated and to populate information on open days. Suggestion that this role would be assigned each year on a rolling basis. Plan to host an information day/evening for parents early September.</li> </ul>	<p>Detail of open days to be populated in coming months. Plan to circulate to parents of 4th-6th class children in the Summer.</p>
<p><b>Parent coffee mornings:</b></p> <ul style="list-style-type: none"> <li>• No parent coffee mornings have taken place yet this school year (excluding the JI morning hosted by the PA). The school's SSE aims to “Hold at least one educational coffee morning per term” between PA and G. Hughes (HSCL). PA reached out to school in September to plan same - awaiting response.</li> </ul>	<p>Await response</p>
<p><b>AOB:</b></p>	
<p><b>Date for next meeting: 11th March.</b> Items carried forward:</p> <ul style="list-style-type: none"> <li>• PA ideas for spending money raised</li> <li>• Sibling hour</li> <li>• School meals</li> <li>• Christmas Market</li> </ul>	

