

**PTA**

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| Date & Time: | **22nd November 2016 @ 20.000hrs** |
| Location: | **LE CHEILE ETNS** |

## Attendees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name |  | Name |  | Name |
|  | Grainne Wilson |  | Fiona Murphy |  | Tess Martin |
|  | Janet Johnston |  | Caroline Nowell |  | Kirsten Feehan |
|  | Patricia Ryan |  | Jeff Sweetman |  | Caroline Brennan |
|  | Sonia Cole |  | Nicola Kelly |  | Treasa McHugh |
|  | Sharon Hanaway |  | Barry Fitzpatrick |  | Rona Hughes |
|  | Svitlana Banas |  | Genevieve Damron |  | Orla Costello |
|  | Cara Driscoll |  | Fiona Robertson |  | Lesley McCann |
|  |  |  |  |  |  |
|  | **Apologies - Fiona Rock** |  | **Stephanie Phillips** |  |  |

## Agenda

|  |  |  |
| --- | --- | --- |
| Item | Subject | Presenter |
|  | Confirm PTA Jan Date | Fiona Murphy |
|  | Confirm class reps for Susan, Monica & Aidan's class. | Grainne |
|  | Discuss creation of a What's App group for all class rep's. | Grainne & Fiona |
|  | Issue regarding 3pm Mini Buses blocking traffic. | All |
|  | Update from BOM. | Jeff Sweetman |
|  | Update from Treasury. | Genievieve Damron |
|  | Safety Procedures at PTA Events. | Jeff Sweetman |
|  | Santa. | Fiona Robertson |
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## Review Issues

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| --- | --- | --- |
| Item | Main Points, Conclusions / Discussions, Decisions, Next Steps |  |
|  | Book Fair/Year Book |  |
|  | Privacy issue regarding Photos/Videos of others children being uploaded on social media |  |
|  | Christmas concert dates/times |  |
|  | Aladdin payments/Yearly Financial Planner if possible |  |
|  | Santa confirmed for 22nd Dec 16 |  |
|  | School Newsletter |  |
|  | Website Traffic |  |
|  | Class Photos - Confirm final decision. |  |
|  | Safety Procedures at PTA Events- Jeff, Treasa, Tracey & Ian. |  |
|  | A massive thank you to all the parents who very kindly came to the school to demonstrate the work they do. |  |

**Results**

| Item | Open Date | Description | Assigned To | Target Date | Date Closed |
| --- | --- | --- | --- | --- | --- |
|  | 22nd Nov | Agreed next PTA Date for 17th Jan 17. | Fiona Murphy | Nov 16 | 22nd Nov |
|  | 9th Dec | No book fair in 2017. This takes place every 2 years, however the 6th class books have been sourced by a local vendor. | Sharon/Grainne | Dec | 9th Dec |
|  | 23rd Nov | Creation of What's App group for class rep's. | Fiona Murphy | Nov | 24th Nov |
|  | 9th Dec | Newsletter will not be available for the foreseeable future. | Grainne | ASAP | NA |
|  | 23rd Nov | Safety Procedures at PTA Events to include Child protection policy also. | Jeff Sweetman | TBA | TBA |
|  | 28th Nov | Christmas Concert dates/times confirmed 14th & 15th Dec and letters sent home. | Fiona Rock | Nov | 29th Nov |
|  | 9th Dec | A school financial calendar will be implemented in Sep 17 for year ahead to help parents with budget planning. Fiona Rock to check with Aladdin Payments to see if the site can take advance payment in retrospect of this calendar. | Grainne/Fiona/ | Dec | 9th Dec |
|  | 9th Dec | School photos to take place on 14th & 15th Feb for all students/classes. | Fiona Rock | Dec | 9th Dec |
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| Next Meeting Date & Time: | Tuesday 17th Jan 2017 @ 8pm All Welcome. |
| Next Meeting Location: | Le Cheile School Hall |

**Appendices: PTA Events for Term 2016/2017 - Keep Aligned with School**

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Date Agreed (Y/N) | Scope Agreed (Y/N) | Approach Agreed (Y/N) |
| Start of School Term PTA Set Up (AGM) | Y | Y | Y |
| Santa | Y | N | N |
| ASA’s – Term 1 | N | N | N |
| ASA’s – Term 2 | N |  |  |
| School Disco |  | N | N |
| Book Fair | N | N | N |
| Family Fun Day/ Spring Event | N | N | N |
| Book Rental Scheme | NA | N | N |
| PR | NA | Y | Y |

**Appendices: Term Meeting Calendars – Aligning Communication Flow**

* PTA meetings to occur approx. 1 week before each BOM.
* 1 meeting per term of BOM Reps/ FRC & PTA

|  |  |  |
| --- | --- | --- |
| Month | Meeting Type | Date of Meeting |
| September 2016 | PTA | 20.Sept.2016 |
| September 2016 | BOM | 28.Sept.2016 |
| November 2016 | BOM Reps/FRC/PTA | TBC |
| November 2016 | PTA | 22.Nov.2016 |
| November 2016 | BOM | 30.Nov.2016 |
| January 2017 | PTA | 17th Jan 2017 |
| January 2017 | BOM | 25.Jan.2017 |
| February 2017 | BOM Reps/FRC/PTA | TBC |
| March 2017 | PTA | 21.Mar.2017 |
| March 2017 | BOM | 29.Mar.2017 |
| May 2017 | PTA | 23.May.2017 |
| May 2017 | BOM | 31.May.2017 |
| June 2017 | PTA Final | 20.Jun.2017 |

**2016/2017 Class Rep's**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Teacher** | **Rep** | **Teacher** | **Rep** |
| **Junior** | Arianna | Caroline | Emma | Greg |
| **Senior** | Claire | Jena | Emma | Ian |
| **1st** | Eva | Sharon H | Rachel | Lesley |
| **2nd** | Elaine | Helen C | Nicola | Andy N |
| **3rd** | Kim | Aisling | Monica | Edel M |
| **4th** | Heather | Janet | Susan | Fiona M |
| **5th** | Maureen | Tess | Aidan | Trudy R |
| **6th** | Nicola | Kirsten | Fiona | Rhona/Stephanie |

**NOTES**

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