



## **Minutes of GETNS PA Committee**

17<sup>th</sup> January 2012

### **Attended by:**

Fiona Nic Choiligh (Chair), Eimear McCarthy (Tres.), Niamh Mac Cárthaigh (PRO), Susan Battah, Peter Bishton, Catherine Boothman, Jane Browne, John Callaghan, Karen Flynn, Evan Furlong, Sarah Kernaghan, Mona McCrea, Aran McMahan, Katarzyna Nikonowicz, Magda Szpilka .

### **Apologies:**

Barbara Campbell, Pat Cusack, Fiona McCarthy, Inga Muganga, Garrett Phelan.

### **Discussion with Principal Catherine**

Principal Catherine Sadlier (PC) attended the beginning of the meeting

#### ***Chinese New Year***

The celebrations were low key due to a short period in which to prepare. If parents were willing to come in, then paper dragons could be made. Evan had organized 215 “lucky red envelopes”, one for each student, and each containing a 5cent coin.

**Action: Thanks to be sent to Norma Prause-Brewer for providing the 5cent coins.**

#### ***Art Day Proposal***

PC thanked Catherine Boothman (CatB) for the outline Art Day Programme. This had not yet been passed to Staff, but PC gave her own initial feedback, including considerations for space (e.g. storage, no assembly hall, a Marquee required), bad weather, curriculum aspects (e.g. science based, numeracy and literacy aspects), movement around the school, and health and safety. PC raised the possibilities of linking the Art Day with Earth Day later in the year, and also linking it with either a fund raiser (parents had already paid for art materials) or with the opening of the new school opening, or with a Green Flag Celebration.

PC noted that Staff members were also planning a “Titanic” celebration for 16th April, with students and parents dressing up. Homework over Easter would be to prepare costumes and an artefact for a titanic “museum”. The school could also be dressed to represent a ship, with a Captain and tickets with details of a passenger’s personality. Juniors would do scientific experiments, and art aspects would include making models of the Titanic. The involvement of Victorian re-enactors and the Maritime Museum in Dun Laoghaire was a possibility, and it was hoped to attract the attentions of RTE. CatB noted this also provided an opportunity for drama and being “in role”. The students could also learn games contemporary to the period. Peter Bishton offered to put PC in touch with his contacts in the Maritime Museum and in the Dun Laoghaire Historical Society, who were holding a Titanic Lecture later in the week.

CatB noted that there was still a case to keep the Art Day within school hours, and for it to be planned jointly between Staff and Parents. PC said that she would pass the proposal on to the Staff and keep it in mind. A possible annual Art and Science day was also noted.

PC put a request to the PAC to continue to push Athletics with parents. Volunteers were required and a timetable needed to be arranged around these volunteers. Feedback on support requirements for those volunteering was passed by PAC members back to PC.

#### ***Special Needs Equipment***

A “Wish List” for resources had been passed to Jane Browne. As these resources could be utilised by other students, there were no perceived problems with fundraising for these items.

**ACTION: Jane to work with PC on the Special Needs and OT Equipment requirements.**

#### ***General Funding***

PC noted that she had been approached by an individual with regards to an opportunity for funding from commercial companies. She suggested that the PAC might want to consider this approach, as an aid to complimenting other PAC fundraising activities.

***Extra Curricula Activities (ECA)***

It was noted that a bag note about ECA arrangements had gone out to parents that day, and that it was hoped to start the proposed ECA activities as soon as possible.

The Board of Management (BOM) had been working on arranging a supervisor, as requested by the PAC. Providers would pay the BOM to cover the cost of an "extra adult" to staff the front desk, operate telephones and undertake minimum admin. First aid cover was discussed for ECAs. In the advert for this extra person, first aid knowledge and Garda vetting would be listed as requirements. The provision of first Aid courses was discussed.

**Action: Fiona Nic Choiligh (Fiona Nic) to enquire with contacts about First Aid Courses.**

***Music***

Mona McCrea raised the possibility of more music in the school. PC noted that storage space was an ongoing problem, and a place would have to be found to store musical instruments. PC suggested a specific fund raising project she had in mind involving a musical teacher.

**ACTION: PC to send details of the proposed musical project to Fiona Nic.**

The Skippathon had been very successful, and PC suggested that further fund raising for this might be a PAC project.

***PAC ECA Proposal***

CatB explained the PAC ECA proposal from before Xmas involving GETBusy Kids. There had been no opportunity to bring this to the BOM. CatB suggested that this be considered as well as the BOM's ECA plan. PC noted that some discussion had taken place at the BOM about this, and John O'Callaghan would perhaps brief the PAC on this afterwards. PC explained that it was the providers' responsibility to call roll etc, but that the "extra adult" would make certain that a school employee would be present at all times to ensure the safety of children in the event of a problem and that admin role was only secondary. It was agreed that the record keeping was an important aspect, especially in organising a planned ECA programme throughout the students' time at GetNS.

***The Principal then left the meeting.***

Karen and John clarified a few points with regard to the BOM's ECA plans, and that these plans were a short term measure, as part of the bigger project. This could be explored further at the joint BOM/PAC meeting taking place next week.

**Minutes of 6<sup>th</sup> December PAC Meeting**

The Minutes were agreed and signed.

**Role of Secretary**

Mona McCrea agreed to take on the role of Secretary.

**Joint PAC/BOM Meeting**

The next joint meeting would take place on Tuesday 24th January. Agenda items for the meeting were discussed and agreed.

A request from Lynnea Connolly (BOM) that the BOM be given at least a week on any documentation or points for discussion was noted.

**ACTION: Fiona Nic to circulate proposed Agenda items for joint PAC/BOM meeting.**

**ACTION: CatB to put together briefings on the Ceili and World Book Day proposals for sending to Michelle Thunder. Fiona Nic then to contact Michelle for BOM clearance.**

**Response from BOM to PAC letter**

The BOM Chair's response of 22.12.11 (previously circulated) was covered.

Communications were discussed, especially with regards to the GETNS and ET websites.

**ACTION: Niamh Mac Cárthaigh to contact Fiona McCarthy for any specific points on website for passing to PC.**

***Volunteers***

A process for proposing and exploring projects between parents and school was discussed, especially with regards to the requirements of volunteers.

**ACTION: Fiona Nic to speak to PC about volunteer engagement.**

***Safety and Security at the School***

The safety and security of students at pick-up and door access codes were discussed.

**ACTION: Any safety and security concerns to be passed by Friday 20<sup>th</sup> January to Fiona Nic, who will then coordinate and pass on concerns to PC.**

**Occupational Therapy Equipment.**

Jane Browne explained the situation regarding grants from the Department for specific equipment outlined in an individual child's Occupational Therapy report.

**ACTION: Jane to work with PC on the Special Needs and OT Equipment requirements.**

**New Building**

It was noted that the BOM had not yet discussed the planning for the school. Official confirmation had not yet been received from the Department of Education.

**ACTION: Fiona Nic to raise the new building with Michelle Thunder, especially with regards to official Dept Confirmation.**

**Tesco bag pack in the Summer**

This opportunity had been accepted. Niamh was thanked for her work on securing this opportunity. A call for volunteers would be flagged for sending out after the Easter break.

**Class and Individual Photographs**

Quotes had been compiled by Katarzyna. Costs were discussed.

**ACTION: Class and individual photographs to be raised with the BOM at the joint meeting.**

**Watching of Movies and TV in Class**

Fiona Nic had emailed PC about this. While PC was happy to draw up a TV Policy for staff, she needed more specific details. It was agreed that movie/programme should be educational and that the frequency and length of time spent watching movies/TV was the major concern.

**ACTION: Fiona Nic to respond to PC with concerns on watching TV / movies in class.**

**Second Level Forum**

Fiona Nic noted she had received an e-mail from PC regarding a Second Level Forum meeting on 28th January.

**ACTION: Fiona Nic to circulate details of Second Level Forum meeting.**

**PAC Chair and Principal Meetings**

It was noted that Fiona Nic and PC intend to meet every second Monday.

**Any Other Business*****Ethos Self Evaluation Committee***

Lynnea Connolly had approached Fiona Nic about a PAC volunteer for an Ethos Self Evaluation Committee being set up.

**ACTION: Fiona Nic to circulate details of Ethos Self Evaluation Committee.**

***St Patrick's Day Parade***

Participation in the parade was discussed.

**ACTION: Sarah Kernaghan to find out about applying to join the parade and Fiona Nic to then contact PC with a proposal to involve GETNS in the Parade.**

***Hoodies***

Sarah K reported that there were 36 orders - 50 orders were really required to keep costs down. It was hoped that there would be an influx in the last few days. There was a possibility of adding an extra week to the order period.

***General Funding***

It was agreed that further details would be needed in order to consider the proposal passed on to PAC by PC earlier in the meeting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair)

**APPENDIX 1:****LIST OF ACTIONS TO BE TAKEN**

1. **PAC Members** to send any safety and security concerns to **Fiona Nic** by Friday 20<sup>th</sup> January.  
**Fiona Nic** to then coordinate and pass on concerns to **Principal Catherine**.
2. **Fiona Nic** to circulate **PAC Members** with Agenda items for joint **PAC/BOM meeting**.
3. **PAC** to raise class and individual photographs with the **BOM** at the joint meeting.
4. **CatB** to put together briefings on the Ceili and World Book Day proposals for sending to **Michelle Thunder**.  
**Fiona Nic** then to contact **Michelle** for BOM clearance.
5. **Fiona Nic** to raise the new building with **Michelle Thunder** (BOM Chair), especially with regards to official Department confirmation.
6. **Fiona Nic** to circulate **PAC Members** with details of Second Level Forum meeting.
7. **Fiona Nic** to circulate **PAC Members** with details of Ethos Self Evaluation Committee.
8. **Fiona Nic** to speak to **Principal Catherine** about volunteer engagement.
9. **Fiona Nic** to respond to **Principal Catherine** with concerns on watching TV / movies in class.
10. **Fiona Nic** to enquire with contacts about First Aid Courses.
11. **Sarah Kernaghan** to find out about applying to join the St Patrick's Day Parade.  
**Fiona Nic** to then contact **Principal Catherine** with a proposal to involve GETNS in the Parade.
12. **Principal Catherine** to send details of the proposed musical project to **Fiona Nic**.
13. **Niamh Mac Cárthaigh** to contact **Fiona McCarthy** for any specific points on website for passing to **Principal Catherine**.
14. **Jane Browne** to work with **Principal Catherine** on the Special Needs and OT Equipment requirements.
15. Thanks to be sent to **Norma Prause-Brewer** for providing the 5cent coins for Chinese New Year envelopes.

**Next Meeting : 21<sup>st</sup> Feb 2012 – 8pm**