

**Minutes of Parents, Friends and Staff Association GM**

**Monday 11 February 2019**

**Minutes: Mrs F Lawrence**

**Present:** J McAlister, F Lawrence, S Caldwell, A Ford, A Dorman, G Cairns, G Francey, J Faulkner, M Connor, D Dobbin, M Brown-Kerr, O Cushenan, C Cushenan, E McPeake, K Moore  
Apologies given: R McFeeters, R Laughlin, K McMullan, A Lyons

**JMcA:** Opened the meeting and welcomed everyone, including some new faces.

Miss McAlister read through the agenda for the evening.

**GF** presented flowers to E McPeake and K Moore for their hard work and dedication over the past number of years in the former Parents and Friends Association. Further bouquets were held for K Wylie, S Doherty and Miss McAlister presented a bouquet earlier in the day to T McIlroy.

New Banner discussed at previous meeting was purchased from local business 'Impress' for £ 133 and on display at this meeting complete with our new name 'Castle Tower Parents, Friends and Staff Association'.

**Main Events of 2019 discussed:**

**Thursday 28<sup>th</sup> February and Friday 1<sup>st</sup> March Tesco's Bag Pack**

**SC** and **AF** organising buses - transport sorted for Thursday. Friday morning is fine however it may be difficult in the afternoon.

**JMcA** gave permission to source and book community transport bus; can be cancelled if not required **AF**

Key Stage 2 PMLD – going Thursday morn 10-12 – Happy to be at the door/entrance to Tesco's. **SC**

Next staff slot 12:30pm so there is a bit of a gap between 12 and 12:30 – possible to organise some Post 16 to take an earlier lunch **AF**

**C Cushenan** and **D Dobbin** offered to assist on Thursday

**M Brwon-Kerr** offered to assist on Friday

Text to be sent out for other volunteers **JMcA**

**JMcA** will be in attendance all day Friday to assist

**Tuesday 16<sup>th</sup> April 2019 'The Easter 'Disco/Live Band' TBC**

Children finish this day for Easter so hopefully parents/carers will return for the event

Open to All – Payment in Advance has been agreed at £2 per person- done by reply slip **TBA**

Only 450 persons allowed in the hall at one time for each slot due to Insurance, Health and Safety

Times 6pm to 7pm for Young People of Primary Age and 7:15pm to 8:45pm for Secondary Age.

DJ being organised (no cost) **GF**

St John's Ambulance to be booked for event **GF**

Band 'Anti-Ballroom' booked for £220 **FL**

Face Painting and Glitter Tattoos B Murphy and A O'Neill **JMcA**

Glo-sticks to be sourced and ordered **FL and GF**

Tuck Shop will run (along with Tea/Coffee and a Bun for Parents /Carers £1.50) **GF**

Advertising and Invitations to go out – Payment of £2 to be paid in advance by reply slip **TBA**

Night is open for all – bring along your siblings, neighbours, granny etc

### **Open Night Thursday 16 May 2019**

Staff Twilight 5-8pm; all rooms will need manned – Teachers in rooms and LSA's throughout building for Health and Safety **JMcA**

Advertisements to be made – Text, Letter, Press, Facebook, School Website **TBA**

Possibly flyers to be done – TBC - Paul Jenkins was suggested? **GF**

Stall Holders to be contacted to see if they would like to promote their business– letter to be drawn up **TBC**

**Mary** (from Sensory Kids) has provided a list of suggested businesses

Fee for a stall holder agreed at £15

Stalls in main hall and if needed can be opened in to foyer and primary library areas

Public Liability Insurance needs amount clarified - speak with Roisin **AF**

**AD** stated she would be happy to approach some businesses

Danske Bank, Costa Coffee, Sainsbury's and Tesco's amongst those mentioned

St Johns to be booked **GF**

No fee on entry but we can place donation buckets at door

**Summer Fair** – date was previously set for **Thursday 30<sup>th</sup> May** – confirmed.

**JMcA** and **FL** cited 'Raffle Ticket Notion' – Buy 6 tickets for £5 in advance of attending or activities £1 each on the night. **TBC**

Activities suggested thus far: Climbing Wall, Archery, Rebound Room, Treasure Hunt, 5 A Side Football, Sensory Room, Face painting, Glitter tattoos, Ice-Cream, Candy Floss, Casey's Creatures (animal encounter)

BBQ – Eric has kindly agreed to manage **JMcA**

Meat to be purchased closer to the time – Burgers and Hot Dogs only **JMcA**

Source a 'Big Wheel' for raffle **TBC**

Raffle Prizes –seek donations and to request vouchers for example are dated from June 2019 **Everyone**

**Mason's Big Breakfast – Saturday morning 5<sup>th</sup> October** – all proceeds to PFSA

Times and prices to be confirmed but usually 8 am to 10 am

EA have agreed that the Masons can use school kitchen facilities – School Kitchen Manager H Harkin to be in attendance and paid.

**Christmas 'Market'** – Date was set at previous meeting – **Wednesday 11<sup>th</sup> December** – confirmed.

Businesses for stalls need booked – SC stated she has 8 so far with another possible 3 **TBC**

£15 per stall – it was also mentioned that some stall holders may donate money if they have had a very successful day **TBC**

Stall holders may donate prizes towards Raffle **TBC**

Book Party Zone for a stall **(TBC) GF**

Book Select Kidz for a stall **SC**

Select Kidz are going to give us 10% of their annual profit **JMcA**

Santa's Grotto and Staff Booked from HillCroft (Hire fee still **TBC**) **SC**

List of activities to be done in-house (list started **SC**)

**Any Other Business:**

Information leaflet being designed to briefly mention upcoming events **FL**

Suggested by DD to include finance section – total so far and target etc **FL**

Possibility of new School Lottery discussed by **FL**

Small Society License – **GF** has contacted council. They are sending papers to complete. Fee is small – approximately £30. It will cover us for selling raffle tickets in advance as well as lottery. **GF**

St John's Ambulance to be booked for events **GF**

Smarties Challenge total £347 **GF**

Name Change – Bank, Charity and FB page – **GF** to liaise with E McPeake for bank and charity name changes. **GF**

Facebook already changed.

Monthly Financial Report to be given – At present there is close to £3000 **GF**

New School Uniform to be considered **JMcA**

Radio Cracker – CT may get the opportunity to host this year - **TBC JMcA**

It is a radio station that kids throughout schools in the borough go to, to perform over the Christmas period. It is played on speakers throughout the town over Christmas. (Our location would most likely be high enough as old Ballymena castle site -according to AF).

SC asked about coffee mornings for benefitting parents – 3 dates have been agreed:

29<sup>th</sup> March – SC and AF will staff the first one. Sensory Kids will also attend.

3<sup>rd</sup> May

7<sup>th</sup> June

£1 donation for tea/coffee and tray bake.

Times 9:30am to 11am – children should be well cleared from area at these times. School not able to change times of lunch.

Possibly Occupational Therapists/Speech and Language Therapists will attend a session SC

Possibly counsellor pop in for half hour since it is a Fri morning SC

Noted: PF holding an in-house coffee morning with donations for RDA (to be added to current total of £1200)

SC stated that both she and Paddy Ray have totalled £1500 required to purchase special equipment for hydrotherapy pool that will benefit all pupils, especially those with PMLD. To purchase one specialist piece as PFSA from supplier is cheaper £314 compared to £700 + **TBC**

NEA Community Grant may be possible – need a partner to be legible to apply. Sensory Kids have offered to be partner. **MC** and **SC**

AF suggested fundraising for a new minibus. At present booking is not required for the bus we have but in the future it will be. Currently a further 6 people being put through training at a cost of £1800 each.

Possible to approach Lord Taverners again or Wrights Buses. **TBC**

It was also suggested as an idea to seek businesses who may be interested in sponsoring a seat for £1000 and having their logo displayed/advertised on bus. **TBC**

Business who would do the logo also able to advertise **TBC**

Noted: Current 'Variety' bus was paid for through 'Match Funding'

JMcA emphasised that all events 'Open' to all. Trying to drive the community involvement. **Everyone**

Social Club for Post 16's and Leavers and Youth Club: Need to think of ways to drive these initiatives and encourage more pupils and parents to attend, support and benefit from. FL asked if possible to have a small questionnaire for teachers to give to Post 16 parents during upcoming parent teacher meetings. **FL** and **JMcA**

Noted that a previous costly 'Autism' event attracted only 2 people. Suggested that some parents/carers may have issues with childminding. SC stated that if that was the case if parents/carers contacted the school they may be able to assist with the help of LSA's. It was suggested that parents be informed of this possibility for future events.

School website calendar to be updated with events **AF**

Next meeting set for Monday 4<sup>th</sup> March 7pm