# MINUTES OF KIRKINRIOLA PRIMARY SCHOOL PTA AGM

**HELD ON 25 OCTOBER 2023 AT 7.30PM**

**IN KIRKINRIOLA PRIMARY SCHOOL**

**Present:** **Emily McCaffery, Janine Gardiner, Brian McCarroll,**  **Leeann McCarroll, Stephen McCullough, Ros Craig,**

**Claire McBurney, Claire Hilton, Leighann Glass, Karen**

**Millar, Amanda Calderwood, Richard Nevin, Jenna**

**Thompson, Jayne Glass**

**ACTION**

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| **1.** | Apologies:-  * Mr & Mrs Backus * Mr & Mrs Brown * Mrs Compton * Mr & Mrs Montgomery * Mr & Mrs Bonnes * Mr McEwen * Ms Graffin * Mr & Mrs Pedlow * Ms Gaston |  |
| **2.** | **Minutes of previous meeting:-**   * Minutes were provided from the previous meeting on 26/09/23 and all agreed that these were a true reflection. * PROPOSED:- B. McCarroll * SECONDED:- C. McBurney |  |
| **3.** | Welcome:-  * Emily McCaffery welcomed the group to the AGM and also extended a warm welcome to new members. * A brief introduction of Committee members was carried out for the benefit of our new members. * Emily McCaffery praised the work of the PTA & commended everyone in this challenging climate due to the financial crisis at present. * Emily McCaffery thanked everyone present for attending the AGM and an update will be provided to the group on how the PTA have made a difference to the school. |  |
| **4.** | **Principals Report – 2022/2023:-**  **Emily McCaffery:-**   * Munchie Monday & Toastie Tuesday continue this school term in which is funded by the PTA. This is available for all children and the Committee agreed that this will continue. * October 2022 – The PTA planned a harvest disco for the pupils which was a very successful and fun event. A sensory area was also made available and we may consider organising a similar event for Christmas/Valentines day. * November 2022 – School Open day was held and the PTA provided tea and coffee for new parents. * December 2022 - The PTA paid for the transport to the pantomime at The Braid and selection boxes were also provided for Santa to distribute at school. * January 2023 – The PTA prepared for the Spring Fayre in Ballymena North which was a joint event with Kirkinriola Early Years (KEY). Emily McCaffery expressed her thanks given by all parents to make this event possible. * May 2023 – KPS dedicated a bench in the new sensory garden in memory of Mrs Dowds. This was a community event and Emily McCaffery encouraged all parents to visit the new garden. A tea party was also arranged with KEY to celebrate the King’s Coronation. * June 2023 – A Colour run was organised as a fundraising event. The PTA provided tea/coffee and refreshments for parents for the P1 induction and also the end of year celebrations at Cloughwater Church. * £10,000 update:- * A grant for £10,000 was secured by the PTA from Antrim Wind Energy for outside shelter space. Thanks was given to Emma McCullough for her hard work and dedication in securing this money. * The order of an outdoor classroom will be processed through the school which will be used to store outdoor clothing, have play based learning for P1/2, story time and other activities. * Due to additional monies left over, 3 x “Buddy huts” and “Buddy benches” will be purchased. * All of the above purchased items will be placed at the back of the sensory garden. |  |
| **5.** | **Election of new members:-**   * Emily McCaffery informed the group that all positions are now available and that in addition, 7 committee members are also required in order to go forward. An explanation was given of the roles within the PTA. The following members were voted in:- * Treasurer – L. McCarroll (R. Nevin proposed & C. Hilton seconded) * Chairperson – B. McCarroll (S. McCullough proposed & J. Glass seconded) * Vice Chair - * Secretary – A. Calderwood (J. Glass proposed & C. McBurney seconded). * Vice Secretary – R. Craig (LA Glass proposed & C. Hilton seconded). * P.R Officer – C. Gaston (K. Millar proposed & J. Glass seconded). * For Charity Commission status, 7 individuals are needed for the PTA committee – names were agreed and are as follows:- * Karen Millar * Claire McBurney * Claire Hilton * Jenna Thompson * Janine Gardiner * Leighann Glass * Richard Nevin * Stephen McCullough * Jayne Glass * Emily McCaffery thanked everyone for their willingness to be a part of KPS PTA and stressed the need that we need to work together. * It was highlighted that all members must adhere to the Code of Conduct and sign the document to acknowledge this. It is imperative that necessary training will be carried out by those members that are required to. | **\*See Appendix 1\*** |
| **6.** | **Governor Election**   * Following receipt of a single nomination form, Mrs McCaffery opened the floor to any further nominations to be submitted. * The nomination form received for Mr Richard Nevin was proposed by Mrs Pedlow & Mrs Adams. * Mr Nevin was duly elected. |  |
| **7.** | **AOB:-**   * Regular communication with the Charity Commission continues in that we have responded to their list of recommendations and have informed them of our Code of Conduct which has been signed and agreed & Conflict of Interest document. * The group unanimously agreed that it would be useful for all members to partake in training recommended by the Charity Commission. * Emily McCaffery will circulate Access NI forms for all members to complete. * Orsted agreement of use of grant money for classrooms– L. McCarroll proposed & J. Thompson seconded. * Parent Kind changes to insurance – document will be shared within the committee group for their attention. * Panto update – It was unanimously agreed that the PTA will pay £1100 for 2 buses to transport the school to the Grand Opera House. The cost per ticket is now £15 per child (total for school-£930) and snacks will be provided. * Fundraising idea before Christmas – Emily McCaffery suggested planning to decorate the outdoor classroom and hosting a Christmas event with Santa in which the local community would also be invited at a cost of £5 per child including a selection box. * ParentPay update – Frustrations were expressed by members of the group due to the inadequacy of this service. A show of hands in the meeting indicated that all parents present, experienced problems with the service. Emily McCaffery is having ongoing discussions with ParentPay to try and address these issues and informed the group to email her directly if necessary as per complaints procedure. * School Calendar – Richard Nevin informed the group that the school calendar can be linked to your personal calendar on your phone which would prove to be beneficial. * Miss Kernohan has agreed to update the school calendar online but Miss Hanna maybe able to assist at a later date. * Emily McCaffery to ask Miss McMullan to put a note on seesaw to invite parents to be included in the P1/P2 Whatsapp group. * Information regarding the Easy Fundraising app will be circulated amongst parents in the school in the run up to Christmas. * KEY is holding a “Cash for Clobber” event and all donations should be dropped off by 9th November 2023. | **Emily McCaffery**  **Emily McCaffery**  **Emily McCaffery**  **Emily McCaffery** |
|  | NEXT MEETING:-Wednesday 15 November 2023 at 7.30pm, Kirkinriola Primary School |  |

**APP 1**

***Nominations for PTA 2023/2024***

**THE COMMITTEE CONSTITUTION**

**Officers: 3**

Chair: Mr Brian McCarroll Proposed by Mr Stephen McCullough

Seconded by Mrs Jayne Glass

Secretary: Mrs Amanda Calderwood Proposed by Mrs Jayne Glass Seconded by Mrs Claire Hilton

Treasurer: Mrs Leeann McCarroll Proposed by Mr Richard Nevin

Seconded by Mrs Claire Hilton

**Other officers: 2**

Vice Secretary: Mrs Rosalind Craig Proposed by Mrs Leigh-Anne Glass

Seconded by Mrs Claire Hilton

PR Officer: Ms Cathy Gaston Proposed by Mrs Karen Millar

Seconded by Mrs Jayne Glass

**Number of Ordinary Committee Members: 9**

Mrs Claire Hilton Proposed by Mrs Leeann McCarroll

Seconded by Mrs Jenna Thompson

Mrs Jayne Glass Proposed by Mr Brian McCarroll

Seconded by Mrs Claire McBurney

Mrs Jenna Thompson Proposed by Mrs Claire Hilton

Seconded by Mrs Claire McBurney

Mrs Claire McBurney Proposed by Mrs Karen Millar Seconded by Mrs Leigh-Anne Glass

Mrs Janine Gardiner Proposed by Mrs Leeann McCarroll

Seconded by Mrs Karen Millar

Mrs Karen Millar Proposed by Mrs Claire Hilton

Seconded by Mrs Jenna Thompson

Mrs Leigh-Anne Glass Proposed by Mrs Janine Gardiner

Seconded by Mrs Claire McBurney

Mr Stephen McCullough Proposed by Mrs Claire McBurney

Seconded by Mrs Karen Millar

Mr Richard Nevin Proposed by Mr Brian McCarroll Seconded by Mrs Karen Millar

**Number of possible Co-opted Members: 2**

(only if required to assist throughout the year with particular events)