

Kilbroney Integrated Primary School

Parent-Teacher Association Minutes



Date:

10/10/23

In attendance:

- Roma Fitzpatrick
- Carrie Alexander
- Miss Caldwell
- Mr McComiskey

Apologies from

- Una McConville
- Mr Thompson
- Mrs Rooney

Banking:

Carrie Alexander spoke about the following issues with the bank account.

- Banking documentation to be complete as currently there are not any names on bank account.
- The bank accounts should be accessible before November.
- Mr Thompson will need to complete paperwork for bank account as chairperson of the P.T.A.

Halloween Disco 27th October 5.30pm-7.30pm:

Children will rotate in their classes through each activity.

- Activities
Craft: KS2- Glow stick bottles and decorate marshmallows/ KS1- Plastic cup ghosts and chocolate apples
Disco- 2 sessions per class (speakers needed and microphone will need set up)
Games room for both groups (Carrie Alexander and 2 others)
Musical Statues for both groups

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- Assign people to specific jobs- Volunteers needed
DJ
Juice and water table
Games Room x2
Craft rooms x5
Money table at entrance x2
Musical Statues Room x2
- Pumpkin carving competition- Prizes needed
- The fee for entry to the event will be £3/child or £5 per family
A record of people who have paid prior to event is needed.
- Decorations from volunteers welcome
- Paperwork to be completed includes 3rd party insurance form and a Risk Assessment.

Christmas Fair- 9th December 10am-1pm:

To be discussed at next meeting

- £20 per table
- Roma Fitzpatrick needs a list of stalls
- Paperwork to be completed includes 3rd party insurance form and a Risk Assessment.
- Tea and Coffee stall for P.T.A.
Roma Fitzpatrick will bring trays for the bake sale
- Tombola prizes needed
- Raffle prizes needed
- Volunteers needed to:
Get prizes
Supervise the P.T.A. stall
Supervise the tombola table

Future Actions:

- A.G.M. to be held in order to reconstitute the P.T.A.

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- Banking- transfer of names on account (Carrie Alexander and Mr Thompson)
- DJ needed (if emergency Spotify Playlist over speakers- Mr McComiskey will try to get speakers)
- Messages to go out via app/website/text service- seeking volunteers- Miss Caldwell
- Advert for Pumpkin carving competition- Miss Caldwell
- Gather Prizes for competition- Parents
- Carrie Alexander to organise games room
- Timetable for classes needed- Miss Caldwell to organise
- Miss Caldwell to feedback times to Carrie Alexander
- Roma Fitzpatrick to gather resources for craft
- Risk Assessment needed- Miss Caldwell
- Insurance documents- to be discussed at next meeting
- Bake sale message to go out closer to time- Miss Caldwell
- Website- Pictures of boards thanking P.T.A.
- Website- Include goals example 'we are working towards purchasing...'
- List of essential, small purchases that need made- Mr McComiskey to check with Mrs Porter
- Research National Lottery Fund and Aviva Funding- for play/outdoor equipment, check insurance logistics with Mrs Porter
- Research claiming VAT back- Carrie Alexander

Next Meeting:

Tuesday 7th November at 3pm