**Holy Rosary Primary School**

**Minutes of H.S.A. Committee Meeting**

**Monday 7th November 2016**

**Present:, Claire Largey, Carmel Burns, Mary Mullan, Catherine McCusker, Clare Ward, Anne Kingsley, Donna Monaghan, Michelle Carragher, Tammy-Louise Clinton, Vanessa Hasson.**

**Apologies: Mary Mullin, Joanne Patterson, Portia Makamanzi, Siobhan Sayers, Mary Claire Watson.**

1. **Minutes of the last Meeting:** All agreed the minutes were a fair record of the last meeting.

**Errors:** Cathy McCusker is claiming £118 not £117 expenses. Claire Largey is not the person responsible for contacting the company about producing Holy Rosary Christmas cards using children’s art.

**Matters Arising**: Cathy McCusker will find out, within the next two days, if Holy Rosary Christmas cards can be produced relatively soon. Otherwise this will be left till next year.

1. **Financial Update and Expense Claims:** The Halloween Movie Night generated £476 in ticket sales (£426 in advance and £50 on the night) once expenses were deducted this left a profit of £319.50. The Sponsored Walk raised £1959.28 for HSA funds.

The committee discussed possible arrangement for next year’s Movie Night. Due to the fact that tickets sales were limited, some children may have been disappointed. When the new audio-visual system is installed, the hall could be used to accommodate more children and parents could use the school canteen. The committee agreed that advance ticket sales ought to be encouraged to facilitate planning. The possibility of allowing P5-7 children to attend unaccompanied was suggested.

1. **Christmas Bazaar Planning:**

*(Please see the Overview table at the end for details).*

Mary Mullin has agreed to create a spread sheet to facilitate planning. Carmel will locate the letter used last year to request donations from businesses and forward this to Cathy. HSA members will keep an eye out for bargains, especially for toys and electrical goods, in the run up to the bazaar and keep others informed if they purchase items. Cathy will contact the Lyric theatre regarding the possibility of obtaining cheaper family tickets for their Christmas production. Carmel will organise the school’s letter requesting donations for the bazaar to go home by Friday 11th November. The Crabtree and Evelyn event on the 18/11/16 will be included in this letter. HSA members will contact parents who they know run their own businesses to see if they are willing to donate vouchers for the raffle.

Thursday 24th November 2pm - items donated so far will be sorted through. Mary Mullan is able to come into school at this time to start this, some P7 children from each class will assist with this.

Monday 28th November 3pm – Final pre Bazaar planning meeting.

Carmel will forward the minutes to Anne, who will liaise with Mary Mullin to create a spread sheet.

Crabtree and Evelyn fundraising event on Friday 18th November from 6-9pm. Tickets cost £10 which includes a goodie bag worth that amount, those attending can get a 10% discount on the night, there will be additional offers. Tickets will be sold from the office Joan will note the name of the purchaser.

Karen is unable to attend meetings but is willing to help with getting donations for the bazaar.

1. **Dates for Term II Events**:

St. Patrick’s day is on Friday, therefore Wednesday 15th would be a better date for an event. A quiz or a Céili was suggested.

The possibility of a wine or cider tasting for adults was suggested.

HSA would like to organise a Disco for the children in February. Arranging different times to suit the different age groups in the school was suggested - P1-3 at 2pm,

P4-5 at 3pm and P6-7 at 4pm. Dates and arrangements will need to be finalised next term.

Cathy suggested that the HSA could organise a bag packing day at a large supermarket. She will contact local retailers to see about possible dates.

1. **Date of the next meeting**:

Monday 28th November at 3pm. Final planning meeting for the Christmas Bazaar.

**Christmas Bazaar Planning:**

Date: Thursday 1st December 6.30-8.30pm

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| **Activity/Location** | **Items Required** | **Persons Responsible** |
| Tuck Shop/Cake stall  Canteen & Beside Santa’s Grotto | Water snacks | Mary Mullan  Parents & staff to donate cakes |
| Tea & Coffee  next to Cake Stall & beside Santa’s Grotto *TBC* | Tea, Coffee, milk | *As above.* |
| Biscuit Decorating  Ground Floor classroom | Biscuits, icing sugar, decorations | Mary Mullan |
| Santa’s Grotto  Near the Front Door | Selection Boxes | Mary Mullan  Michelle Carragher |
| Santa’s Tickets  Library | Different coloured tickets for Santa |  |
| Photographer  Library |  | Cathy McCusker & Aidan?  3 Teachers to note name and photo number of each child, collect tickets and distribute gifts. |
| Bric-a-Brac  Hall | Donated items |  |
| Bottle Stall  Hall | Donated items  Use tickets not used for the raffle (nos. 200+) |  |
| Toys  Hall | Donated items |  |
| Books & DVDs  Hall | Donated items |  |
| Jigsaws & Games  Hall | Donated items |  |
| Raffle  Stage | Spinner | Louis McVeigh , Mary Mullin |
| Ticket Sellers  Hall/corridors | Books of tickets – 5 different colours numbered up to 200.  Headboppers for ticket sellers | Vanessa  ? |
| **Raffle Prizes** | 5 Electrical Prizes – Claire, Joanne, Mary Mullan  5 Toys – Claire, Joanne, Mary Mullan  5 Family Packs - Siobhan  5 Food Hampers + Vouchers - Cathy  5 Beauty Hampers – Use donated items  5 Beauty/Treatment Vouchers – Mary Mullan  5 Sets of Christmas Decorations – Donna  5 Family Passes - Cathy | All HSA members to look out for bargains especially for electrical goods over the next few weeks. |
| **Santa’s Treat for P1-4 children on 20/12/16 in school** | Lollies or sweets for 298 children. | Mary Mullan |