**Holy Rosary Primary School**

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

**Monday 30th January 2017**

**Present:, Claire Largey, Carmel Burns, Mary Mullan, Catherine McCusker, Clare Ward, Anne Kingsley, Donna Monaghan, Joanne Patterson, Mary Claire Watson, Sinead Blaney, Hannah Murray.**

**Apologies: Mary Mullin, Siobhan Sayers.**

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

**Matters Arising**: The HSA agreed that creating Holy Rosary Christmas cards should be planned well in advance for next Christmas. This will be placed on an agenda for September 2017.

There was a brief discussion regarding the running of this year’s Christmas Bazaar. Anne has asked members to let her or Carmel know (verbally or by e-mail) if they have any suggestions as to how the planning and organisation can be improved for next year.

2. **Financial Update and Expense Claims:**

Income - The Bazaar raised £1362. Over £200 was raised by the children’s raffle at the end of term 1. Carmel will find out the exact amount and forward this to Donna. £250 was raised by the Crabtree and Evelyn event in November. This event needs to be promoted more to raise awareness as it requires a minimal effort on the part of the HSA and generates a good income. It needs to be discussed and planned for in June to ensure

Expenditure - £36 was spent on labels for the Tree of Light and Life. £9.87 was spent on lollies for Santa’s visit.

3**. Update from Constitution working group:**

This group has met twice since the last HSA meeting. The focus of the first meeting was the legal formalities required in agreeing a constitution. The PTA-UK have a model constitution and it was agreed to adopt this model with some amendments. The constitution is a legal document and will need to be passed by an E.G.M. of the HSA and the Board of Governors of Holy Rosary P.S. before it can be submitted to the Charity Commission. The focus of the second meeting was the development of a Code of Practice for the HSA. The current list of signatories for the HSA bank account will need to be updated and the current treasurer will need to be added to this list. School funds and HSA funds will need to be kept completely separate. The HSA constitution and the Code of Practice could be ready to be presented to the next Board of Governors meeting and possibly to an E.G.M. before Easter. The aim is to have both documents agreed and in place for September 2017.

4**. Planning and Dates for Term II and Term III Events**

The school has suggested that a disco could be organised within school hours for all children on the 16/3/17. This can be a non-uniform day and children will be asked to bring £1 to attend the disco and wear their own clothes to school. Mr. McVeigh and Miss McKenna can be asked to assist with music and Miss Ward will find out if the Zumba teacher can provide any lights for the disco.

Social events for parents:

The possibility of running a Taste fest in April was discussed. Clare and Anne are talking to newcomer parents on Thursday 2nd February at the Newcomer information morning. They will find out if any of these parents are interested or have any other suggestions.

Confirmation: Mary Mullan and Anne will organise party bags for all P7 children to include a drink, a bar and a bag of crisps. Carmel will find out which is the best day to distribute these.

The Summer Fair date will be **Friday 9th June**. The bouncy castles, the fun buses and the Photo Booth will need to be booked as soon as possible. Donna will book the buses and the bouncy castles and Mary Mullan will book the Photo Booth. This year due to the building work the buses will need to park in the front of the school so staff cars will need to be moved beforehand. Mary Mullin has a spreadsheet she prepared last year, the HSA will access this to facilitate planning. Mary Mullan suggested that the HSA could purchase a small freezer to store items at such events. Carmel will discuss this with the principal and check where Summer Fair equipment like the BBQ have been stored. Anne asked the committee to think new ideas for the Summer Fair before the next meeting. Biscuit-Icing, Hook a Duck, A Magic Show, Karaoke, Jumping Clay and a climbing wall were all suggested. Anne will contact Jumping Clay and the Belfast Activity Centre to research prices and to see if these activities can be included.

Pub Quiz:

Cathy will contact local venues, including Rosario, to investigate the possibility of the HSA running a pub quiz. This would be best held in Term III as Bredagh GAC are holding a pub quiz in the Parador on 25/2/17 to raise funds for equipment for local primary schools.

Wine Tasting:

Claire will contact Direct Wine Shipments to see if they are willing to provide wine and which dates would suit. Mary Mullan has an alternative contact if Direct Wine Shipments are unable to accommodate the HSA. The school would be the preferred venue for this event.

5. **Date of the Next Meeting**: Monday 6th March 7pm

**6. A.N.O.B.**

Funding for a new Basketball kit and equipment was raised by parents prior to the meeting: Cathy will purchase 10 basketballs from Decathlon and will investigate the cost of a new kit from this supplier.