**Minutes of the Parent Staff Association (PSA) – 4 May 2021**

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|  |  | **Remarks** |
| **Present** | Denise Welsh  Vicki Manders-Trett  Cathy Finnie  Lynne Robertson | Chair/ Parent  Secretary/ Parent  Communications Manager/ Parent  School Business Manager (SBM)/ Treasurer/ Parent |

| **Serial**  **(a)** | **Topic**  **(b)** | **Action**  **(c)** |
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| 03 | **ToRs and Constitution**  a. End of Year Report.  b. Signed copy of the PSA ToRs.  c. Signed copy of the SBM/ Treasurer’s ToRs. | A DRAFT report will be produced by the end of May for the core Committee’s input (if required) and distributed to the full Committee prior to the end of term in Jun 21 – **Chair**  A copy of the following paperwork will be sent to the Sec for record keeping:  i. PSA ToRs signed by the previous Head Teacher.  ii. Certificate of Transfer of Responsibility (highlighting the transfer of financial delegation) signed by the previous Head Teacher and the current, temporary, Head Teacher.  iii. Revised 2021 PSA ToRs signed by the Chair.    Action – **SBM/ Treasurer** or **Chair**  A copy of this paperwork will be sent to the Sec for record keeping - **SBM/ Treasurer** |
| 03 | **Financial Update**  a. The PSA is currently in a ‘healthy’ state bearing in mind that there has been a very limited opportunity for income initiation due to COVID-19.  i. The 3x non uniform days generated sufficient funds to pay for the  expenditure of the virtual Author for Yr 6 and the virtual Christmas  panto. | The next batch of leaver coins will be ordered in Sep/ Oct 21 at an approx. cost of €3,200; for awareness only:  i. This should be sufficient for 3 years’ worth of coins on current  School numbers.  ii. The PSA needs to raise €1,000 per year to have sufficient funds to  pay for this expenditure which is why it is fortunate that the PSA  financial account can cover this cost in a time of no income  generation.  Action – **SBM/ Treasurer** |
| 04 | **Communication** | a. A summer flyer will be produced highlighting the efforts of the PSA to all the families connected with the School - **Communications Manager** |
| 05 | **Event Planning** | a. With limited opportunities due to COVID-19 restrictions the PSA is looking in to another non-school uniform day (date TBC) - **Chair** |
| 07 | **Governors Update** | a. The Governors are still establishing positions/ responsibilities after a change of personnel so NSTR. |
| 08 | **Any Other Business**  a. Contribution to Year 6 Leavers Hoodies.  b. Contribution to virtual Authors.  c. Template for PSA Letter Head. | a. It was felt that this decision should go to a full Committee vote as it could lead to a precedent regarding expenditure that needs to be fulfilled year on year for Yr 6 and it would be an addition to the already provided Leavers Coins - **Sec**.  \*\***UPDATE** – a unanimous response from the full Committee supporting this request, setting the level at a 25% input to the cost of each hoodie from the PSA.  b. A request of €250 from Yr 5’s teacher for the PSA to finically support a virtual poet session that relates to their current curriculum was APPROVED by the core Committee - **SBM/ Treasurer**  i. This funding request lead to a larger discussion, within the core PSA  Committee, regarding the PSA being able to financially support  curriculum activities for other classes within the school that could not  receive funding from another official source. It was decided that it  would be managed on a case by case request in full discussion with  the Deputy Head Teacher - **Chair**  c. Amend all PSA paperwork with the new school’s e-mail address –  **Sec** – Complete.  i. Scope if there was an end of year report template for the Chair to  utilise – **Sec**, as this is the first year this report will be produced there is  no such template available. |
| 09 | **Next meeting (virtual – core committee at this stage)** | 8 Jun 21 on Microsoft Meeting platform – **Chair** (as her capability as School Office Manager) – Complete. |

*{Signed on Original}*

Vicki Manders - Trett

Secretary

\* Please note that all action nominees are annotated in bold.