

CPB Parents Association General Meeting Minutes

Date / Time	16 th January 2014 @ 7:30pm – 8:45 pm
Purpose(s)	To Present 2013 Annual Report and Elect 2014 PA Committee
In Attendance	Attendance Sheet Recorded
Note Taker	Heather McCarthy, Secretary

Agenda

Topic	Discussion	Owner
1	<p>Introduction</p> <p>Chair, Pat O’Flaherty welcomed parents to the first Annual General Meeting of the Parents Association. He noted that the two key purposes of the meeting were to 1) <i>To present an annual report to parents and 2) To elect a PA committee for 2014.</i> He noted that there was the required quorum present and therefore the business of the meeting could progress.</p>	<i>Chair</i>
2.	<p>Principal’s Address</p> <p>The meeting was scheduled to have been addressed by Dr Kevin Healy, Principal of the School, however due to unforeseen circumstances arising a few hours before the meeting he was unable to attend. Dr Healy had graciously emailed his address to the Chair directly prior to the meeting and the Chair called on Marie Spillane, member of the PA committee to read the principal’s address into the record of the meeting.</p> <p><i>“Dear Pat, Apologies for not being able to attend. I would however like to thank the Parents Association and the Committee for all their help, support and co-operation over the past year. The partnership between parents and the school is very important and this has been very evident over the course of the last year. The communication between home and school is vital and the PA have certainly fostered and enhanced this communication. The work done by the Parents Association:- arranging seminars regarding anti-bullying, drugs/alcohol awareness seminar etc., publishing a guide to school bag weight, taking the time to contribute to policy development within the school and volunteering to help for all major school events; all this is very much appreciated. I would encourage as many parents as possible to actively participate and engage with the PA association over the coming year and support the committee in their work on behalf of all parents of students attending Coláiste Pobail Bheanntaí. I would like to thank most sincerely the out-going committee for all their work and especially your Chair Mr. Pat O’Flaherty who was instrumental in ensuring the Parents</i></p>	<i>Dr K Healy</i>

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	<p><i>Association was established in a professional manner and did its business accordingly. I would also like, on behalf of the whole school community, to thank him personally for his time and expertise in helping to update and modernise our school website which I would recommend parents to refer to regularly for both School and PA updates. I look forward working in partnership with the new committee and I wish them every success for the year ahead” – ENDS –</i></p> <p>Chair thanked Marie Spillane for reading the Principals address into the record of the meeting. Chair noted that the Parent’s Association could not have functioned nor achieved anything substantial in the previous year had it not been for Dr Healy’s personal active positive engagement and generous support. On behalf of the PA the Chair thanked Dr Healy for his support.</p>	
<p>3.</p>	<p>Agenda Approval & AOB items</p> <p>The first formal item of business was the approval of the draft AGM agenda. The Chair called for items of Any Other Business. As there were no items proposed the Chair called for a proposer & seconder for the draft agenda as presented - Jacinta Barry proposed and Heather McCarthy seconded. The Chair asked the meeting if there were any objections to approving the meeting agenda as presented, there were none and the meeting Agenda was approved.</p>	<p><i>Chair</i></p>
<p>4.</p>	<p>Approval of Previous Meeting Minutes – March 21st</p> <p>The next item of business was to table the draft minutes of the previous General Meeting which was the Special General Meeting held on March 21st, 2013. Chair noted to the meeting that the draft minutes had been made available on the PA website in April 2013. Our Secretary, Heather McCarthy tabled the previous meeting minutes and provided a summary of the contents to the meeting. Chair called for any amendments to the previous meeting minutes, none were suggested. Heather McCarthy proposed the approval of the minutes and they were seconded by Anne Galvin. The Chair asked the meeting if there were any objections to approving the meeting minutes as presented, there were none and the previous meeting minutes were approved.</p>	<p><i>Secretary & Chair</i></p>
<p>4.</p>	<p>2013 PA Annual Report</p> <p>The Chair then presented the 2013 PA Annual report and explained the various achievements of the Parents Association including seminars that had been organised and the survey which had been carried out on the various matters which the parents association had progressed on behalf of parents. The Guide to School Bag weight put together by the PA is now been looked at for potential adoption nationally by the National Parents Council. The Chair then called for any questions from the floor and there</p>	<p><i>Committee</i></p>

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	<p>were none. The Chair called on all members of the 2013 PA committee to stand and be recognised for their hard work during the year and they were applauded by the meeting. The Chair thanked all committee members for their efforts during the year. The full 2013 Annual Report presentation will be posted in the PA section of the school website following the meeting.</p>	
<p>5.</p>	<p>Financial Report</p> <p>The next item on the agenda was the financial report. As Catherine O’Sullivan, Treasurer of the Association was going to be unavoidably absent due to pre-booked holidays the Chair noted to the meeting that the financial report had been approved at the PA Committee meeting on Jan 9th and had been signed off by the Treasurer and Chair at the meeting and this document was circulated to the assembled meeting. Pat O’Flaherty called on Anne Galvin Vice-Chairperson to present the financial report. Anne Galvin presented the financial report which outlined the income and expenditures of the Parents Association over the past 12 months noting a total income of €1510, total budgeted expenditures of €1279.30 and a projected surplus for the year of €230.70. The Chair called for any questions from the floor on the Financial Report as presented and there were none. Chair noted his thanks to the Treasurer for her work during the year.</p>	<p><i>Treasurer/Vice Chair</i></p>
<p>6.</p>	<p>2014 PA Committee Election</p> <p>Prior to the election taking place Chair, Pat O’Flaherty noted to the meeting that it had been a privilege to serve as the PA Chair. He felt it was vital that everyone get the opportunity to make their personal contribution, therefore he informed the meeting that he was stepping down as Chair and urged people to go forward for election to the committee.</p> <p>The Chair then handed over proceedings to the two ex-officio parent’s representatives on the Board of Management Joanna McCarthy, and Phil Spillane to facilitate the Election process.</p> <p>Joanna McCarthy spoke briefly and thanked Pat O’Flaherty for his leadership, diligent work and noted how well the association had been established, and it’s very considerable achievements under his leadership.</p> <p>The following people were then elected to serve as the officers and PA committee for 2014.</p> <p>Chair - Anne Galvin. Proposed by Denise McCarthy and seconded by Heather McCarthy.</p> <p>Vice Chair - Catherine O’Sullivan. Proposed by Aisling Morris and seconded by Anne Galvin.</p> <p>Treasurer - Marie Spillane. Proposed by Anne Galvin and seconded by Jacinta Barry.</p> <p>Secretary - Rita Kearney. Proposed by Aisling Morris and</p>	<p><i>Phil Spillane & Joanna McCarthy</i></p> <p><i>(Board of Management Parents Nominees)</i></p>

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	<p>seconded by Fern Minehane.</p> <p><i>The following committee members were also elected:-</i></p> <p>Aisling Morris –proposed by Anne Galvin, seconded by Pat O’Flaherty Marie O’Sullivan - proposed by Laura O’Flaherty, seconded by Denise McCarthy Mary Coakley – proposed by Cait Murray, seconded by Anne Galvin Mary O’Mahony –proposed by Joanna McCarthy, seconded by Laura O’Flaherty Margo Daly – proposed by Denise McCarthy, seconded by Anne Galvin Pat O’Flaherty – proposed by Denise McCarthy, seconded by Aisling Morris</p> <p>Joanna McCarthy and Phil Spillane are automatically elected as they are parents representatives on the Board of Management</p>	
7.	<p>Any Other Business</p> <p>2014 PA Priorities - The Chair of the meeting then called on Anne Galvin, incoming Chair to address the meeting and to lead on the topic of <i>2014 PA committee priorities</i>. Anne Galvin, addressed the meeting and noted that the key priorities of the previous 2013 Action Plan would be continued as appropriate in the coming year. She then requested any new ideas from the parents or if there were any matters they wished to raise. One parent drew to her attention the recent article regarding school progression rates to third-level. Anne Galvin informed the meeting that this matter had very recently been brought to the committee’s attention and would be looked into by the committee and addressed appropriately once the facts had been established. A parent asked if the committee would be doing a parents survey this year and Anne Galvin advised that there was a feeling that we had a lot information from last years survey but if the committee felt more information was needed then they would certainly consider it. Also asked if the committee would be having a meeting where parents could attend. The Chair noted that any parent could raise any concern appropriately at any time with any of the 12 new committee members and as necessary this would be addressed at the next committee meeting and the response fed back directly to that parent by the committee member. A further concern of a parent was the reduction in availability of career guidance and the meeting felt that the concerns of parents in this regard must be fed back to the school and/or Department of Education as appropriate. Aisling Morris suggested that a letter should be sent to the parents of first years regarding the work of the association. Phil Spillane mentioned the matter of the health promoting matters in the school. A health promoting survey is to go out to parents.</p> <p>Meeting Close - As there were no items of Any Other Business,</p>	Chair

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	the Chairman thanked the participants and attendees and formally closed the meeting	
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