

Our Lady and St Joseph Parents Association Open Meeting

Date and time: 7 pm, Tuesday 7 November 2023

Location: Online – Video call link: <https://meet.google.com/kon-rxke-dhb>
<https://meet.google.com/tqt-qsmu-xgv> (from 8pm)

Attendees: Fiona Abrams (FA), Vera Rush (VR), Dasha Selyanova (DS), Maria Grazia Savito (MGS), Kim Finer (KF), Wendy Johnson (WJ), Carla Russo (CR)

Apologies: Anna Finlay (AF)

Agenda:

1) Welcome and members present, apologies

- Chair of the PA, FA, welcomed everyone.

ACTIONS:

- Apologies were recorded.

2) Approval of minutes of the last meeting

- Draft minutes of the last meeting held on 26 September 2023 were circulated in anticipation of the meeting. No comments were received.

ACTIONS:

- Minutes were approved as drafted.

3) Update from the committee and financial report

- Earnings since last meeting
 - Expenses since last meeting
 - Charity status update
 - Meeting with the Church regarding Church Hall
- Treasurer VR explained that updated accounts including latest payments and current balances were circulated in anticipation of the meeting to the Core Team WhatsApp group, a copy of which is attached to these minutes.
 - President FA went through the payments made since the beginning of the school year, which were as follows:
 - £13,977 opening balance
 - £8,900 playground equipment (second disbursement)
 - £5,077 for other disbursements including workshops, library books, subscriptions, equipment for design technology, black history month dancing.
 - KF asked for clarification regarding payments made in connection with playground equipment. FA explained that the payment made this term was the second disbursement made in connection with this expense, and that the funds transferred to the school were those collected from JustGiving plus a few extra donations. FA

further explained that as agreed all funds from RunKidsRun will go to the school for purposes of the playground improvement and as such there is one more extra payment (around £500) expected to be made in connection with this expense following some adjustments of the accounts. The overall cost of the project for the school was slightly higher than the funds raised.

- Secretary CR provided an update on the process of registration of the PA as a charity. Required paperwork and guidelines are being reviewed and prepared, and further progress on this front is expected to be made during this term. There were no issues to report.
- Secretary CR provided an update to the group about the meeting held between certain members of the PA (VR, AF, Luisa Sueiro and CR) and the Church (Patricia Gomez - PG). PG discussed with Fr Derek and they have agreed to offer the PA a 50% discount on the hire price of the Church Hall for PA events (at current rates it would be £30 the hour). The Church Hall is preferred as a venue for big events with children such as the disco and the movie night, but as informed previously the hall is not available on Friday evenings. PG has offered Thursdays as an alternative. The group agreed we should also check availability for Saturday afternoons. CR to email PG about this.

ACTIONS:

- CR to email PG to enquiry about availability of the Church Hall on Saturday afternoon/evening.

4) School funding wish list

- e. Hall renovation status
- f. Additional requests since last meeting (gardening)
- The requests from the school are shown in the spreadsheet circulated by VA in anticipation to the meeting and attached to these minutes.
- According to the school, the works in the Hall will likely take place during the February half term.
- KF asked whether the PA had received any additional information about the request to rebuild the storage. The PA did not receive an update on this point from the school yet.
- FA explained the request from Ms. Helen for the PA to fund certain works on trees in the school grounds and to contribute with volunteers for gardening. Ms. Helen sent a quote from tree surgeons amounting to £1,000. The group discussed this request, and more generally, whether it is appropriate for the PA to fund this type of requests, more related to general maintenance. The Committee reminded that at the meeting with the school in September, the school expressed that given the current economic situation, they would like the PA to help with funding other items (such as the school hall renovation, the storage, the lighting in the playgrounds, etc). WJ said that it is also important that the school looks good for the children to enjoy. The group discussed and was generally of the opinion that the focus of the PA funding should be on enrichment, but also engage in dialogue with the school to support them in what they need for the benefit of the children.

ACTIONS:

- Follow up with the school regarding the wish list and discuss feedback received from members on the different projects, including gardening requests and status of hall renovation.

5) Events

- a. Retrospective on the Fall Quiz
 - b. Dates for PA future PA events: confirm new dates and book Church Hall
 - i. Thursday 25th January for Sing-Along Movie Night
 - ii. Thursday 14th March for Spring Disco
 - iii. Thursday 23rd May for OLSJ got Talent
 - c. Autumn 2023
 - i. Update on Tea Towels
 - ii. Update on Cauliflower Cards
 - iii. Update on Christmas Trees – request for volunteers (coordination with tree company and school, orders, rota for pick up)
 - iv. Christmas Trail on 25 November – organisation chart/checklist to be distributed at the meeting
 - v. Christmas Fair on 7 December - organisation chart/checklist to be distributed at the meeting
- *Quiz retrospective:* The group commented briefly on takeaways following the quiz. Main point to highlight is that the venue was a good option for an event like the quiz, but it was not suitable to have lots of small children running around. The PA may consider holding an adults-only quiz that could be held in De Beauvoir block.
 - *Dates for future events:* CR to enquiry PG regarding availability on Saturdays.
 - *Tea towels:* The kit sent by the company was lost in the school so it had to be re-ordered. The school is committed to handling the designs as soon as possible.
 - *Cauliflower cards:* all the artworks have been sent. Amount raised so far is around £200.
 - *Christmas trees:* There will be an additional delivery in Clapton provided that a minimum order of 20 trees is met. The cut off time to send orders to the seller is 27 November 2023.
 - *Christmas Trail:* The maps are out but there is a mistake showing OLSJ stalls. The PA will raise the point to try to correct it. Anne in Ufton Rd needs a volunteer or two. Sylvia needs a volunteer or two. MG might be able to help? Sophie will be helping at Jackie's crystals stall.
 - *Christmas Fair:*
 - Raffle comms, call for prizes, etc. need to go out as soon as possible.
 - Reception class has proposed to do a hamper.
 - Sylvia discussed the pots she will need.
 - KF suggested a sit down meeting is required on the week commencing 13 November to discuss the following:
 - Power/lighting
 - Quantity of school staff helping?

OLSJ PARENTS' ASSOCIATION

- Is ASC happening on Thursday and what about any clubs?
- Is the small hall available?
- Flyers – need to be prepared in advance so that when the Xmas Trail flyer comes down the Fair flyer goes directly in its place.

ACTIONS:

- Follow up on organisation of each event in the corresponding sub-groups.
- Christmas trail: Contact Chrissy, Chiara and Joanna respectively for cakes and help.
- Christmas fair:
 - Set up a meeting to plan, organise and discuss points above.
 - Prepare a flyer as soon as possible.
 - Requests for raffle prizes to go out as soon as possible.
 - Organise reception class hamper.

7) PA organisation

- a. Acquisition of new equipment (gazebos)
 - b. The School House: inventory, shelving, old fridges.
- There were 2 gazebos missing from the school house following the last event. The PA will follow up with the school/Daniel.
 - The big blue gazebo is broken so it is necessary to buy a new one to replace it.

ACTIONS:

- The group agreed the PA should buy a new gazebo to replace the big blue gazebo that is broken.

8) Any other business (as applicable)

- No further business to discuss. Meeting ended at 8:52 pm

9) Date, time and location of next meeting (16 January 2023 – in person at Gwada Ethiopian Restaurant)

- Next meeting is confirmed for 16 January 2023. It will be in person at Gwada Ethiopian Restaurant.

OLSU PA - Approved School Funding 2024

Source: OLSU PA School Account

Bank @ Bank of Ireland

Summer 2023 (revenue)									
Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date requested	Date agreed/Staff responsible	Comment	
1	Leavers Gift	€200.00	Vendor TBC	Annually					
2	Leavers Gift	€400.00	Vendor TBC	Annually					
3	Y8 Play Costumes	€200.00	OLSU School	Annually					Yr 6 Teacher (Alex Runnicks)
4	Art (For leavers school)	TBC	Vendor TBC	Annually					Needs to be brought again
5	Sports Day Rosemary Gardens	TBC	Rosemary Gardens	Annually					Mt James Cancelled last year
		Total	€1,400.00						
Spring 2024 (revenue)									
Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date requested	Date agreed/Staff responsible	Comment	
1	Heating	€1,000.00	OLSU School	Termly 6 of 6 (2x annually)			PA/Other	Judith Barrowke Review in April 2024	
2	Design Technology	€800.00	OLSU School	Termly 23&F 6 (2x annually)			PA/Other	Fiona Dolan	
3	Facilities	TBC	OLSU School	One-off				Theresa O'Hagan	
		Total	€1,800.00						
Autumn 2023 (revenue)									
Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date requested	Date agreed/Staff responsible	Comment	
1	Art Fair (Ringside/KS1)	€1,000.00	Tim Davies Design	One-off	12/10/2023		PA/Other	offered Spring 2022, taken up in September 2023	
2	Art Fair (KS2)	€750.00	Carroll Macleod	One-off	12/10/2023		PA/Other	offered Spring 2022, taken up in September 2023	
3	School library	€1,000.00	OLSU School	Termly 5 of 6 (2x annually)	3/10/2023		PA/Other	Judith Runnicks Review in April 2024	
4	Art Fair (KS2)	€750.00	Carroll Macleod	Balance of €1,500	2/10/2023		PA/Other	offered Spring 2022, taken up in September 2023	
5	Culture education	€204.00	OLSU School	One-off	05/09/23			Judith Runnicks Has not been completed - mono-back or next project	
6	Current Events (Yr 3-6)	€141.00	First News Magazine	Annually	05/09/23		PA/Other	7 Review in April 2024	
7	Playground Equipment	€8,000.00	OLSU School	One-off	05/09/23		PA/Other	7 Review remaining amount	
8	Design Technology	€800.00	OLSU School	Termly 2 of 6 (2x annually)	05/09/23		PA/Other	Fiona Dolan	
9	Current Events (Yr 5-6)	€124.00	The Week Junior	Annually	TBC		PA/Other		
10	Black History Month Activity (whole sc Carnival Dance)	€175.00	Wilton Jean?	One-off	TBC		PA/Other	Sylvia Dyer offered September 2022, being taken up in 2023	
		Total with Playground	€8,877.00						
PA Expenses									
Autumn 2023 (revenue)									
Project Area	Description	Amount	Beneficiary (paid to whom)	Frequency	Date Paid	Date requested	Date agreed/Staff responsible	Comment	
	Professional membership	€103.00	Parent/Staff	Annually	04/11/2023			Vera Bush	

School Funding requests										
	Project	Description	Amount	Frequency	Date requested	Date approved	Staff responsible	Info received?		
1	Facilities	Repainting of School Hall	TBC	One-off			Theresa O'Hagan	No		
2	Garden	Tree cutting, care (tree surgeon)	TBC	One-off			Helen?	Some		
3	Facilities	Replacement Storage	TBC	One-off			Theresa O'Hagan	No		
4	Facilities	Outdoor Classroom	TBC	One-off			Theresa O'Hagan	No		
5	Design Technology	Equipment (sewing machines, portabl	£3,434	6 tranches of £600 each			Fiona Doherty	Yes		
6	Religious Education	Divall Workshop	£549	One-off			Judyta Ruminska	Yes	Not Moving Forward; funds to be returned	