

MINUTES OF PARENTS, FRIENDS AND STAFF ASSOCIATION

CASTLE TOWER

MONDAY 4 MARCH 2019 7PM

Minutes CC

Present: GF, FL, SC, EMcK, DD, CC

Apologies: AF, GC , JMCA

1. **FL** read a letter from **J McA** explaining that she would be stepping down as Secretary with immediate effect.

KW is to remain an authorised signatory of the bank account temporarily.

2. The Tesco Bag Pack took place on Thursday 28th February and £685.30 was raised. As we were unable to Bag Pack on Friday 1st March we will have another opportunity in the near future. **GF** will liaise with **SC** after speaking to R (Tesco's Community Champion) regarding a suitable Friday date where the children can attend.

Discussion took place around the possibility of organising the Choir/Musicians to attend both the next bag pack and also perform at the store over Christmas for a fundraising.

3. The name of the Easter event was discussed and general consensus was to call it 'Easter Disco' with 'live band' and other event information on the flyers and tickets. The time has now changed to 6 – 8:30pm, this is to incorporate both Primary and Secondary classes together as one session.

Time school closes this day TBC **SC**

Tickets will be sold in advance so numbers can be estimated. Tickets will also be available on the night, numbers permitting. There will be a Tuck Shop, Tea & Coffee, Glitter Tattoos, Face Painting etc.

SC will produce the flyer which will have the reply slip attached.

Tickets are £2 for both adults and children. This event is opened to all and will be advertised on the School's Facebook page and School Text Message will be sent.

Volunteers are still required. **DD** said she would be attending and could assist.

EMcK will complete a risk assessment and check with the School's own First Aider regarding attending this event. The alternative is hiring St. John's Ambulance costing £50 plus VAT for a car and 2 first aiders.

4. The Open Night time change 3:30 –6:30pm was discussed. It was felt not all areas of the School needed to be open ie limited number of classrooms, rebound room, climbing area. **SC** to discuss Twilight Hours with Senior Leadership Team at Friday's meeting to see if there is a scenario to allow the event hours to finish later. TBC

GF will research appropriate stalls before booking. **SC** suggested a mix of Support Group and Business Stalls. TBC

5. Summer Fair is 30th May 2019. The time is yet to be confirmed.

6. Christmas Market **SC** has arranged 15 stalls varying from decorations, cards, oils, Tropics make up, candles etc. The Grotto and Elf are also booked but not Santa. The previous year's Santa will be approached in due course.

Parents/carers can take their own photographs as a photographer will not be present.

SC has contacted a waffle van and thought they could be placed at the back of the School along with a crepe van as this would be in keeping with a traditional Christmas market. Bottle Stall to be organised.

ANY OTHER BUSINESS

Coffee Morning for parents and carers is to be held Friday 29th March 2019.

Funding request form from Attention Autism.

NEA Community Grant for up to £5000 shared between five organisations. Castle Tower Nursery, Ballymena Nursery, First Steps Nursery, Sensory Kids and approaching Clough Nursery. If awarded this grant would go towards play equipment.

SC to discuss the needs of the School at Senior Leadership Team meeting.

DATE OF NEXT MEETING:- Monday 1st April 2019 7pm