**Holy Rosary H.S.A.**

**Minutes of Meeting**

**Monday 24th April**

In Attendance: Clare Ward, Cathy McCusker, Claire Largey, Carmel Burns, Geraldine Hamilton, Donna Monahan, Anne Kingsley, Joanne Patterson, Sinead Blaney, Hannah Murray.

Apologies: Mary Mullan, Mary-Clare Watson, Siobhan Sayers, Mary Mullin.

1. Minutes of the previous meeting.

The minutes were agreed to be an accurate record of the previous meeting.

Matters Arising:

Cathy will purchase basketball kits, Truly Fare can add the school logo to any kits we purchase for a cost of £2 each.

Carmel will find out if teachers wish to purchase equipment for their class, funded up to £100/class by the HSA.

The HSA have agreed to fund one of the planned P7 trips this June.

The HSA have agreed to contribute £100 towards each class trip this year.

There has been no update yet from Bredagh GAC about the allocation of funds raised from their recent quiz night to source equipment for local schools.

1. Financial Update

Mary Mullan has been reimbursed £70. Cathy McCusker has been reimbursed £69.90.

1. Quiz Night Planning

The Parador Inn has been booked for Friday 5th May at 8pm. Entry will be £3/person on the door and there will be a raffle. There will be at least 8 themed rounds. Hannah will try to source quiz questions from a local quizmaster, if this is not possible the committee members will devise a round each. Carmel will ask HR staff about helping with a Holy Rosary themed round. Cathy will ask some parents if they are willing to act as a quizmaster. At least 10 bottles of wine will need to be purchased for prizes and for the raffle. Mary Mullan may be able to help with this. Cash could also be given as a prize. An icebreaker could be used at the start to get the night off to a good start. Donna has a float for the night. Sinead can do the door. Carmel will ask Christina to make a poster to advertise the quiz. Text messages will be organised to remind parents about the quiz. The committee members will meet at 7.30pm to set up for the quiz.

1. Planning for First Holy Communion

A letter home to P3 parents has resulted in 10-15 parents willing to help out. Another note will go out this week to encourage more parents to help. All food donated has to be ‘Nut Free’, the HSA may be able to purchase some ‘Nut Free’ baked goods if not enough donated items are provided. Blue and yellow napkins, white paper table covers and flowers will need to be purchased, there may be some napkins in the store; Carmel will check. A cash float will need to be ready on the Friday before in case any last minute items need to be purchased for the FHC celebration. The school has organised staff members to come before, during and after the Communion Mass. Carmel will contact Portia regarding the cupcakes for the P4 children. The school will check the HSA crockery set to ensure it is clean and check if there are enough platters for serving, otherwise more of these will need to be bought. Flowers will need to be purchased for the tables, there should be small silver ‘bucket’ containers for these in school. Cathy will find out if Starbucks are willing to donate flasks of coffee on the day.

The school will organise some staff to help set up the tables in the hall on Friday 12th May straight after school finishes. Clare Ward will find out if tennis, which usually takes place in the hall on a Friday afternoon, can be cancelled or can move outside for that day.

1. Planning for Fun Night (9/6/17)

The BBQ has been checked.

‘Golden Popcorn’ has been booked.

Clare Ward has located an ice-cream van - ‘Caspar’s’ - willing to come along to Fun Night. He will give 20% of his takings to the HSA. Clare will confirm this booking.

The Photobooth has been booked.

There is a P6 parent who may be able to help with face-painting. The ‘wet sponge frame’ needs to be located. Carmel will look for this.

Anne will organise a letter to encourage parents to volunteer for Fun Night as more volunteers will be needed both on the night and to set up beforehand.

1. Date of the next meeting:

Monday 22nd May at 7pm in the school.

1. A.N.O.B

The HSA will need to meet to discuss the proposed Constitution and the Code of Practice after Holy Rosary Board of Governors have discussed these documents. The date proposed for this is Monday 19th June. This meeting would also provide the HSA with an opportunity to evaluate Fun Night.