

CITYWEST ETNS PARENTS' ASSOCIATION ANNUAL REPORT 2017/18

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OVERVIEW OF THE YEAR

School year 2016/2017 is marking 5th year of PA activity in Citywest ETNS. PA organized 6 **different events, Coffee Mornings, managed Drop Off service** for the children and supported school run events i.e. Sports Day, Winter Concert.

Membership

Committee officer positions:

Chairperson Eliza Knop

Secretary Liz Murphy

Treasurer Elizabeth Peral

Drop-off Anna Jeziorska

The PA committee consists of 3 Officer Positions: the Chairperson (Eliza Knop), Secretary (Liz Murphy) and Treasurer (Elizabeth Peral). Liz Murphy was also responsible for email account monitoring and website management and Anna Jeziorska has been managing the Drop-Off scheme. Although we like to view the PA as a collective which includes all parents, in order for the functioning of the group it is important to have these officer posts for transparency and structure.

In terms of the committee, this year we decided that the **committee itself is made up of whoever attends the PA meeting** and whatever decisions we are making as a group that day. It was felt that

having a set committee made it seem as though parents who could only attend meetings on occasion did not have an equal say, which seemed unfair. As attendance at meetings increases, this may need to be reviewed but currently meeting attendance rarely exceeds 10, and therefore decision making remains relatively straightforward at meetings.

As parents of children in the school we are all automatically members of the Parents' Association – by this we mean any parent can attend any PA meeting and have their say. All parents are welcomed to meetings, even if you can only attend once in a while.

Volunteering time in the school

In some instances the school communicates directly with parents to get help for certain events (eg. Sports Day, end of year concert, book sale, swimming). On other occasions the PA makes requests looking for volunteers (supporting cake sales, discos, end of year concert). It's all about getting involved and lending a hand, if and when you can. Please keep an eye on your emails, phone, Facebook and child's school bag for information about volunteering opportunities. Having parents volunteering in school and seeing them involved into local community makes a big difference for children and their social development and confidence, so please get involved when and where you can.

Communication

The PA does their utmost to communicate to the school community all that it is happening. The person responsible for much of this communication is Liz who regularly updates the parents section of the school website and Eliza managing the Facebook Parents Association group. We make all the efforts to give people sufficient notice for upcoming events such as meetings, coffee mornings, night's out. We are also keen to recruit more helpers, so will often use Facebook or the school website for this. Sometimes, the school will send out a text to all parents too. **YOU ARE REMINDED THAT IF YOU CAN HELP OUT AT ALL JUST LET THE PA KNOW. ALSO IF YOU HAVE ANY IDEAS COME ALONG TO A MEETING AND TALK ABOUT IT.**

The PA would like to remind parents that if they have any particular concerns or issues in relation to their child, they should speak with the school. The PA is a good forum for discussing shared plans and ideas, but it cannot process individual parental concerns, these need to be brought to the school's attention directly.

Challenges this year

There were a few challenges for the PA this year. Firstly, as in previous years, the **PA needs more helpers** for events. Often the same pool of people are involved in organizing a number of events within the academic year, which although fun, is time consuming for those parents. To have more people involved

would reduce the work load. The PA also feel that there is not an even spread of parental involvement across the school years, **not every year is represented at PA meetings.**

The **Drop-Off too** although widely used across the whole school community is not supported by a widespread of parent volunteers.

Another challenge has been the time needed to get a decision from the school / BOM in relation to an idea which may be raised at the PA meeting. At the PA meeting we may come up with an idea, then we need to run this by the school and BOM in order to progress it. The current structure means that the Chair will meet with the Principal to discuss the idea and then feedback to the rest of the group, via email. Sometimes this is straightforward and sometimes this is more complex and requires further discussion, very often via email, which may be time consuming and prone to misinterpretations. This process got improved over the past years and now only new events ideas need to get through BOM's approval. Once the idea is raised, it needs to be documented and presented to BOM for approval.

FUNDRAISING - DETAILS

Parents Associations organized several events throughout the school year in attempt to raise much needed funds to support the school's needs. We have raised €3,300 in total, which were passed on to the school and helped to fund below investments in 2017/2018:

- School's garden
- Team jerseys and sports equipment
- Digital cameras

Below is the details of the events organized:

1. Table Quiz Night & Raffle – 20th Oct 2017

Volunteers: Leona, Kamila, Yani, Andres, Anna, Anita, Liz, Mick

Andres designed the Quiz Tickets which were on sale from 02nd Oct till the Quiz Night. Leona was our Quiz Master, she prepared the questions and coordinated the event. We also had raffle on the night with prizes being donated by parents and by local businesses. Quiz was organized in ST Mary's GAA upstairs lounge, which was enough space for the number of people attending. We encouraged to bring friends/family over to support the school. This was adults only event.

Amount raised: €1175

2. Cake Sale – 17th Nov 2017

Schedule:

- 11.30 - 11.55 Children from 1st and 4th classes who have their own money
- 12.25 - 12.40 Children from Junior Infants who have their own money
- 12.40 - 12.55 Children from Senior Infants who have their own money
- 13.00 - 13.30 Families with children in Infant classes
- 13.30 - 13.45 Children from 3rd and 5th classes who have their own money
- 13.45 - 14.00 Children from 2nd class who have their own money
- 14.00 - 14.30 Families with children in older classes

Prices:

Full cake €10.00/ Cake slice €1.50 / Buns & cupcakes €1.00 / Small items & biscuits €0.50

This year for the first time Cake Sale was organized in PE hall rather than school's lobby. This new set up worked great for couple of reasons:

1. Cakes collected from Drop Off were stored in the PE hall straight away
2. No need to organize additional place for storage and moving cakes around the school
3. Easy access for parents to/from the event via car park door
4. Enough space to organize and set the tables in a right way to avoid overcrowding

We had additional people on Drop Off in the morning who helped to collect the cakes from cars. The space was set up and prepared in the morning. There was a table for smaller treats (chocolates, biscuits) priced at 50c, bigger buns, muffins etc for €1 and whole cakes for €10. Also in a run up to the event based on previous years' experience parents were requested to volunteer their time to help selling the cakes or clean up after the event if they didn't intend to bake the cakes. This was the measure that was expected to prevent from receiving ready bought goodies and getting parents involved instead. As a result we had 15 helpers during the day, however we run out of the cakes earlier than in previous years.

Recommendation for the future would be to sort the cakes in a way that the more "attractive" treats are displayed together with less appealing sweets to allow for fair distribution and availability throughout the day.

Amount raised: €988.17

3. Christmas Raffle - 22nd December 2017

Volunteers: Liz, Leona, Eliza, Yani, Elizabeth, Fiona, Anna, Ivana, Jimmy

This year the raffle was run in a similar way to the previous edition. Tickets have been on sale by PA volunteers for the 2 weeks prior to the event and on a day. Raffle took place between the Winter Concerts.

With number of prizes not being collected on a day PA had to get in touch with the winners directly, which was time consuming and not very effective. For the future we need to find a better way of managing not collected prizes

Amount raised: €673.70

4. Pancake Tuesday - 13th February 2018

Volunteers: Joanne, Yasmine, Jimmy, Elizabeth

5. St Patrick's Day Workshops – 14th March 2017

Klaudia run this free event for children from 1.10pm till 3.30pm helping to create decorations for St Patrick's Day.

6. Star Wars themed Disco – 3rd May 2018

Volunteers: Jimmy, Sugu, Jessica, Amy, Magda, Cher, Fiona, Eliza, Liz

Céire designed posters for the disco. Star Wars decorations/balloons were purchased and displayed.

DJ Paul Joyce was hired again this year at a cost of €100 for entire session from 10am to 1pm

Requested €3 donation per child or €5 per family if more than one child attends the school.

The disco was originally meant to be held on May the 4th (International Star Wars Day) but this clashed with the swimming lessons which take place on Fridays from April. This needs to be kept in mind when planning events.

Groups & Schedule:

Group 1 - 1 JI class, 1 SI class and 1 2nd class

Group 2 - 1 JI class, 1 SI class and 1 2nd class

Group 3 - 1 JI class and 1st class

Group 4 - 3rd class and 4th class

Set- up 10.00 - 10.20

Group 1 10.20 -10.50

Group 2 10.55 - 11.25

Group 3 11.25 - 11.55

Break 11.55 - 12.25

Group 4 12.25 - 12.55

Cost: €3 per child

Amount raised: €464

7. Coffee Mornings

Throughout the year PA run few coffee mornings for the parents. It involved preparing the station in GP area, making sure we have all supplies needed and during the meeting facilitating the discussions and spreading the word on PA presence and activities. Thank you to all PA volunteers who helped to prepare and run coffee mornings last year.

DROP OFF REPORT

CETNS morning drop off program has been running successfully for nearly 4 years.

With 2 team members at the car park and 1 at the main entrance our kids are securely escorted to school every morning, saving adults time and stress of congested car park.

This school year we had a team of 14 people helping out, which most of the time allowed us to work in the 2-week cycles.

On behalf of PA we wish to thank Anita, Emer, Biba, Ciara, Shanmukha, Ivana, Rachel, Ceire, Joanne, Susana, Cher and Xiaoquin for their time and dedication over the last months. It's not always easy to stand outside in the rain or wind but without your continuous support drop off initiative would not be possible.

Special thanks to Anna who is successfully leading the program since Feb 2017.

FINANCE REPORT

Statement of accounts

As it stands, the PA takes a cut of 20% of all fundraisers which they organize for the school; this is in order to contribute to the PA's running costs. The running costs are listed below. The PA try to keep costs to a minimum but it is inevitable that in order to run events we need to have some funds to go towards organizing them.

In summary this year has been a great year in terms of fundraising, and the PA should be proud of all the work they have done on behalf of the school.

School Year 2017-18

Sep 17	Account opening balance	€	854.40
Sep 17	Grand Total	€	854.40

		Raised	Spent	Paid to ETNS	Lodged
1	Oct 17	€ 905.00	-€ 5.88	-€ 724.00	€ 905.00
2	Nov 17	€ 988.17	-€ 18.00	-€ 790.54	€ 960.00
3	Dec 17	€ 673.70		-€ 538.96	€ 665.00
4	Dec 17	€ 20.00			€ 20.00
5	Dec 17	€ 250.00			€ 250.00
6	Dec 17		-€ 11.35		
7	Mar 18		-€ 20.35		
8	Apr 18		-€ 100.00		
9	May 18		-€ 100.00		
10	May 18	€ 463.90			€ 455.00
11	May 18		-€ 41.00		
12	Jul 18		-€ 8.40		
13	Sep 18		-€ 13.36		
14	Oct 18			-€ 371.12	
15	Oct 18			-€ 216.00	
		€ 3,300.77	-€ 318.34	-€ 2,640.62	€ 3,255.00

Money box balance	€	42.18
Bank Account balance	€	1,802.44
Grand Total	€	1,844.62