



CCC Parents Association Meeting 6th November 2023

Fáilte – Mol an Óige agus Tiocfaidh sí

Agenda – 6th November 2023

- Summary of AGM October 2023
- Role of Parents Association – *New Attendees*
- Mock Interviews 2023 Update
- Proposed Constitution amend
- Election of PA Officer - Assistant Secretary
- School update – John Cronin (Principal)
- *Brainstorm session re PA activities & initiatives (Postponed to Monday 4th Dec)*
- AOB



Summary: AGM October 2023

- Update on activities of the PA during the school year 2022/23 given
- Review of college policies, debts, uniform sales, mock interviews, learning support, talk for parents and plant sale / raffle.
- Significant fund raising done during the year with the plant sale & raffle making a profit of €34k and a donation of €32k was made to the college by the PA. The uniform sale made a profit of €2.9k with the proceeds to be donated to Pieta House.
- The chair thanked all of our sponsors for the plant sale and raffle and asked that we support them where possible.



Summary: AGM October 2023

- The college extension hasn't progressed at the speed we would have liked but the PA are pleased with the developments / commitments from all parties that were made late in the last school year.
- The Chair urged parents to raise the issue re the college extension with local politicians, so it remains front of their minds with local and national elections in the near future. We have a significant voice and to spread the word with neighbours, family and friends.
- The Treasurer presented the annual report and the cash position in October 2023 was €7,626 with committed activities and donation reducing this balance to €5,020 within the next few weeks.
- The Treasurer (Natalia Andreeva) and Secretary (Denise Doyle) were re-elected.
- Stephen Connolly was elected as Vice Chair and Tina Gao as Asst Treasurer.
- Niamh Glennane was elected as the PA nominee to the BOM.



Summary: AGM October 2023

- The Principal gave an update on parent teacher meetings, Forward Planning and the key areas of focus being
 - Policy reviews
 - TY work experience
 - Tendering of the uniform contract.
- The Principal also provided a schedule on the use of the funds donated by the PA and the balance remaining.
- An update was given on the One Good School Initiative, The School improvement plan and the plans over the next 18 months to achieving the “Belong To LGBTQ+ Quality Mark”.
- The Principal also thanked the PA for its support and work over the past year.

Summary: AGM October 2023

- The Chair thanked all of the volunteers and students for the contribution to various events and activities throughout the year that wouldn't be possible without their support and also to those parents who are stepping down from various Committees
 - The Chair
 - Urged more parents to get involved with the PA.
 - Monitor the school extension progress and the PA to support the school where necessary to make this a reality.
 - Look at explore the opportunities of additional fund raising, parent events and the feasibility of a strategic project that will benefit both the college and the local community.
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Role of Parents Association – New Attendees

- Partnering with the school management and staff
 - Arrange talks of interest for parents throughout the academic year
 - Mock interviews
 - Readers for inhouse exams
 - Policy review for school – parental input
 - TY Pool
 - Fundraising & fun – e.g. plant & uniform sales
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- *More details in the Appendix below*



Mock Interviews 2023 Update

This year:

- 39 students scheduled for interview.
- Student's were looking for interviews in various areas including business, medicine, science, engineering, architecture, acting, and various other areas.
- 19 parents were involved, 8 of whom were new this year and 3 are parents of past pupils.
- 30 minute sessions: 15-20minute interview and 5-10 minutes feedback session

Benefits:

- Giving LCVP students an external practice interview before their LC exam interview
- Supporting LCA students in also having an external interview
- Providing all other LC students with the opportunity
- Non-threatening environment for students to have a practice interview.
- Parents are there to help students, so it's very positive with practical feedback and insights given.
- Most parents who get involved, love it.
- It's a great way of giving support directly to the students in the school.



Mock Interviews 2023 Update

Insights:

- We used to run an interview preparation workshop for LC students, which hasn't been reintroduced since Covid, Lorraine willing to support this but It would also require support from us as parents.
 - Also, parents mentioned having a careers workshop, a great idea and with the size of the school we could cover many areas.
 - Numbers of LC (non LCVP) students was very low, how can this be increased for future years as the CV preparation and interview process is a life skill.
 - Lorraine Hagerty the event and is looking to handover the reins in the next 2 years, so volunteer(s) needed.
 - And a big thanks you to Lorraine for organising this with Ms Dunne.
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Proposed Constitution Amend

Ambiguity concerning the purpose of the PA representatives on the Board of Management as per our PA Constitution.

Election of parents' representatives to the Board of Management section 6:

The purpose of the parents' representatives on the Board of Management is :

- To actively solicit parent views and*
- To report back to the Parents' Association and keep them informed of matters that are relevant.*

It is proposed that we remove this paragraph. As the purpose of the PA nominations to the BOM of the College are the same as any other Board member as set-out in the Guidelines as published by the ETBI (Education and Training Boards Ireland). *See below for more details.*



Proposed Constitution Amend

Key duties of the Board

Two key duties underpin the work of school board members.

- The **duty to act, at all times, in the best interests of the whole school and the ETB and Trustee Partner (where applicable)** which means avoiding any perception that they are promoting personal or particular sectional interests.
 - The **duty to exercise due care, skill and diligence**, which means board members:
 - attend board meetings regularly and come prepared to meetings,
 - make reasonable efforts to inform themselves about matters relevant to their work on the board,
 - avail of the training provided for board members, and
 - set aside time each year to get to know the staff and the facilities
 - <https://etbschoolsnpa.ie/wp-content/uploads/2022/08/ETBsNPA-Parents-Handbook.pdf>
 - Thanks to Kevin and Paul for reviewing this
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Election of PA Officer – Assistant Secretary

- With the amendment to the PA Constitution in September 2023 there were 3 vacancies.
 - Vice Chair
 - Assistant Secretary
 - Assistant Treasurer
 - Vice Chair and Asst Treasurer elected at AGM
 - One open position of Assistant Secretary
 - Nomination:
 - Asst Secretary Cathriona Brennan – Proposed by Fiona Ward & 2nd by Carol McQuaid
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School Update

John Cronin – Principal



Brainstorm Session re PA activities & initiatives

- As a PA
- What would you like to see more of:
 - Activities
 - Initiatives
 - Projects
- Short Term implementation (this school year) v Long Term implementation (2-3 years)
- Use post its
 - 1 idea per post it
 - Flag short term (ST) or long term (LT)
- Break into a few groups



AOB



THANK YOU PARENTS

Next Meeting Monday 4th December @ 7:30pm



Appendix



Timetable of PA Activities

- Request for list of activities of the PA
 - When required
 - How much time required
 - Share with other parents to support recruitment drive
 - Amend as and when required i.e. new ideas
 - Email contact for PA → pacastleknockcc@gmail.com



Timetable of PA Activities

Activity	Duration of event	Time Required	Time of Year	Training	Contact
Plant Sale	Pre-Event: posters setup, delivery of flyers, buying plants, , licence from Fingal for posters, limits on cash machine etc The event: 2 days + ½ day to setup	0-5 hours before event ½ day -> 2.5 days weekend of event	Early May	N	PA
Uniform Sale	Online event	A few hours + and a group in place	3 rd week June & early September	N	Tina Gao/PA
Mock Interviews	1 evening circa 2-3 hours	2-3 hours +30 min preparation	Late October	N	Lorraine Hagerty /PA
Policy Reviews	A few hours 1-2 policies a year	3-4 hours a) pre policy meet, b) policy sent out for review and c) post review meeting with recommendations	Autumn & Spring	Y	PA / John Cronin
Raffle	Licence from Gardai for raffle, print tickets, ask suppliers/local businesses/parents for prizes/sponsorship	1-5 hours	Mar-May	N	PA/TBC
Transition Year Pool	A few hours	A few hours	Autumn & Spring	N	SC & PF?? / PA
Readers	2 hours per exam (3 rd and 6 th years) and depends on how many exams you do	2 hours per exam	November & Feb	Y	PA/Sinead Morrissey Fallon/ Ms. Mairead O'Halloran
Debs Committee		TBC		N	PA/TBC
Parental Talks	2 per annum	2-3 hours	Autumn & Spring	N	PA/Ms. Carmel O'Neill

