



BANDON GRAMMAR SCHOOL

Bandon, Co. Cork
02388 - 41713
Email: office@bgsmail.ie

Meeting Minutes of Parents Association Committee of Bandon Grammar School (BGS)

Meeting Date: Wednesday 14 th November 2018	Next Meeting: Thursday 6th December 2018
PAC Attendees: Alison Hurley / Zae Beth Bateman / Amanda Roe / Paraic Hegarty / Penny Elliot / Sue Spencer / Brenda Kennedy / Neville Furney / Linda Hall / Theresa Bradley / Oisín O'Diomasaigh / Sinead Coules	
School Representative: Mr Donal Warren	Location: BGS School Library

PAC Membership for 2018/19 school year

New Members to PAC: Alison Hurley / Amanda Roe / Neville Furney / Oisín O'Diomasaigh / Paraic Hegarty / Zae Beth Bateman

Returning Members of PAC: Anne Collins / Audrey Jennings / Jane Boyle / Kieth Perrott / Linda Hall / Penny Elliot / Sinead Coules / Sue Spencer / Therese Bradley / Brenda Kennedy

AGENDA FOR PAC MEETING

1. Elect a new board of the PAC for the 2018/19 school year.

The roles of the various members of the board were discussed and explained.

Following the discussion it was put to those in attendance if they would wish to volunteer for a role. The following persons volunteered for the following roles:

- a. Chair – Amanda Roe
- b. Vice Chair – Neville Furney
- c. Communication Secretary – Paraic Hegarty
- d. Minutes Secretary – Oisín O'Diomasaigh
Deputy Minutes Secretary - Brenda Kennedy

2. Identify and allocate roles

The following roles are new to the PAC. It was decided last year that there needed to be a contact person on the PAC for each of the following areas. Once assigned to the role the PAC member name and phone number is published on the parents portal/BGS school app as a contact person with regard to the respective area. The intent of the roles is to:

- Offer parents additional informal communication channels with the school. The PAC member is to answer any questions and support requests made from parents and students.
- To answer any questions re PAC activities/events/communications associated with their area
- However the contact persons are only a conduit for school information. In the event of a serious issue or a complex request for information the matter will be directed to the appropriate school authority to resolve and is not the responsibility of the PAC member.

- a. Anti-Bullying (x2) (See note on bullying at the end of this agenda) Amanda Roe
- b. Green Schools (moved to infrastructure and development)
- c. Special Needs – Sinead Coules
- d. Student Liaison – Brenda Kennedy
- e. Sport – Linda Hall
- f. Boarders – Neville Furney (Boys) / Theresa Bradley
- g. Infrastructure / Development Plan – Paraic Hegarty / Penny Elliot

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h. Forms

- Form 1 – Neville Furney
- Form 2 – Sue Spencer
- Form 3 – Sue Spencer
- Form 4 – Brenda Kennedy
- Form 5 – Keith Perrot
- Form 6 – Alison Hurley / Linda Hall

Action: The Communications secretary will post names/contact details.

3. Constitution

a. Subcommittee for revision / redraft

There is a six page PAC constitution available on the BGS parent portal. It was agreed that all new members would review and read this document prior to next meeting.

<http://www.bandongrammar.ie/wp-content/uploads/2017/02/BGS-CONSTITUTION-REVIEW-ED.pdf>

Action: At next PAC meeting any feedback/suggestions on the constitution will be tabled and discussed.

b. Special attention to hand-over / transition process

PAC handover needs to be clearly defined (see below “general notes on meeting”). In particular the transition/handover plans have not worked well when 6th year parents leave the school.

4. Letters to BOD and BOM- Follow up

A letter was sent from the 2017/18 PAC in January 2018 to the BGS Board of Management (BOM) and BGS Board of Directors (BOD) highlighting some concerns that were raised related to BOD/BOM membership, processes and structures.

The BGS BOM have included the letter as an agenda item on their BOM meetings. On the 8th of October 2018 the BGS BOM formally responded to the PAC letter and offered to meet with the members of the PAC to discuss the concerns raised.

The newly elected members of the PAC have not had sufficient time to consider and absorb the content of the letter. It was decided that we would do the following:

- 1) Brenda Kennedy forwarded a copy of the letter to all members for review
- 2) All PAC members committed to reading the letter prior to the next meeting
- 3) Any questions with regard to the letter are to be addressed to the Chairperson prior to the next meeting.
- 4) This item is to be included in next months agenda and a response will be agreed at this meeting to the BOM (It was recommended that the BOM-PAC meeting should be scheduled for January/February 2019).



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5. Events:

a. Debs reception

The Debs reception is held for sixth year students in Early August from 2-4pm on the afternoon of the graduation ball. Food and non-alcoholic refreshments are served in the canteen for students, parents, family and teachers. It has been a great success for the last few years and acts as an opportunity for the students to say a fond farewell to the school and staff.

Planning for this begins in March/April (once the sixth year organising committee have chosen their date for the grad ball). It was noted that the number of people organising this event needs to be increased as the event requires considerable organisation and the team for the last few years has had to carry a considerable work load.

b. Uniform shop

Sue and Penny suggested to take the uniform shop discussion off line and discuss how best to organise the next one. (Uniform shop is held twice a year on sports day (May) and at the beginning of the school year (August))

c. New parent coffee morning/s

It was suggested that parent coffee mornings are held once a term at 10-10:30 on a Friday in the canteen.

- Next coffee morning to be held in January 2019. Organisation/communication to be discussed at next PAC meeting.
- The BGS Carol service will be held on the 11th of December at 7:30 with nibbles and mulled wine.

d. Coffee at Parent Evenings

It was felt that the parent evenings are a very busy time and that coffee/teas may slow down or delay the efficient and timely flow of parent-teacher communications. BYOC!!!

e. Careers day

Scheduled for Oct/Nov 2019. Event targeting the 4/5/6th years to help with career decision making. Last Careers day was in Oct 2017. It was very successful and received extremely positive feedback. Organisation for this event needs to begin in April/May 2019. At that time a subcommittee will be formed and assigned the task of organising the event (Penny, Sinead and Oisín volunteered for committee)

Note: at the last event some of the students were unsure of where to go and reluctant to speak to exhibitors. Next time if we could have some parents to facilitate/encourage the students to engage.

f. Social evenings and AGM

It was agreed that more social evenings need to occur. No decision made on next evening. To be discussed at next PAC meeting



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General Notes on Meeting:

- It was recommended that as we progress through the 2018/19 academic year a PAC "handbook" is drawn up which will act as a transition document for next year's PAC. This may include a description of roles/responsibilities and best practices.

Actions:

This will be added as a standing item on the PAC agenda.

The Minutes secretary will gather the data to form the handbook.

- It is recommended that a member of the PAC is added to the BGS development committee. The role of this person is to provide two way feedback from parents to the committee and vice versa. **Action: TBD**
- The new phone policy has been issued. It includes no phones to be used from 9am to 4pm in the school. Phones can only be used in a classroom if a teacher directs the students to do so.
- Note: More of the communication from the teachers, staff and school are moving onto social media platforms. The maths teachers are using One Note and the majority of other teachers are using google classroom. It was noted that sometimes notifications are sent to the google classroom during the day and students don't always receive these notifications. Mr Warren did indicate that he is still the primary source of notification by walking around to student classrooms (Hence the reason he looks so fit!!)

Notes on Anti-Bullying:

- 1) Mr Warren gave a detailed account of anti-bullying activities currently underway in the school including:
 - A survey of the second year students will be held to understand the needs of this group (second year tends to be the year when most bullying occurs in schools. This group is most at risk of this behaviour both physical and cyber bullying).
 - On December 6th an anti-bullying awareness program will be run with the second year students and the teachers
 - Intend to roll the awareness program out to other years once completed with second years
 - Developing an anti-bullying awareness and education program in conjunction with ZEEKO for Parents. Provisionally the program will be run in the school on January 24th. Date to be confirmed shortly.
- 2) The PAC agreed to appoint a contact point for bullying to be published on the website/App. If a parent or child wants to ask a question of this member please feel free to contact them directly. (Note it is not part of the PACs mandate to address or resolve bullying issues in the school. This is the responsibility of the school. The PAC will act as an additional line of communication for those who wish to discuss bullying procedures, incidents or issues.)
- 3) The PAC will form a subcommittee to support the schools efforts on Bullying. These members are:
 - Amanda Roe
 - Alison Hurley
 - Linda Hall
 - Oisín O'Diomasáigh



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- 4) There was a discussion around the organisation and communication around Transition Year (TY).
 - Parents Meeting at the end of third year to prepare for TY
 - Brain Kearneys cognitive ability test in 4th year is very welcome but perhaps he could run it earlier in the year (before Christmas) as it would allow inclusion of the results in the remainder of the 4th year activities.
 - It was suggested that perhaps a complete 360 feedback profile could be created to “add” to the cognitive ability test. Perhaps include feedback from Parents and teachers to ensure a comprehensive rounded picture.

- 5) Fundraising – There is currently no fundraising underway by the PAC. It was suggested that if there were specific, defined funding goals that needed to be achieved that they would be considered by the PAC. Mr Warren suggested outdoor seating for the patio area outside the canteen.

- 6) A letter was sent to COMPASS and the NPCpp in January 2018 by last years PAC. The next meeting of COMPASS will occur on the 17th of November in Midleton. Sinead Coules agreed to represent the BGS PAC at this meeting.
The Letter to COMPASS raised concerns re communication and support received. Since then COMPASS have indicated they are going to improve communication and service levels.

- 7) The National Parents Council post primary (NCPpp) offer excellent support and resources for parents. Please visit their website to find out more about upcoming educational programs and events. <http://www.npcpp.ie/>