

LIVE 5 Min. Presentation

By Amanda Cullinane

WORKING GROUP HANDOVER

at first Griffeen Valley PTA committee meeting

22 March 2018 rescheduled & amended to 11 April 2018

A hard copy of the handover including the one drive file listings is being issued to all PTA committee members & board of management officers. Additional one drive logins & passwords are being issued individually in sealed envelopes to the four PTA officers. The breakdown of the inventory of documents & records is being issued to the four PTA officers & the BOM officers.

From the Working Group, Amanda, presented all details highlighted in purple over 5 minutes:

1. Unfortunately the Working Group handover has been delayed & delayed but we are where we are and the Working Group members are familiar with the contents of the handover.
2. Imagine the election of officers just took place & the next step in the process of forming a PTA is this handover of the Working Group structure & all records formed since 13 November 2017
3. The handover should be read, processed & implemented as per the constitution of Griffeen Valley PTA.

To The Treasurer

- ★ Treasurer's report by the working group up to & including 11/4/18
Current balance is € 5,069.74
- ★ Old PTA bank balance of €2,423.13 currently held in their separate account.
All figures have been reported to BOM as per attached schedule

- ★ Due to time pressure on the PTA this week the Tea & Coffee morning Standard Operating Procedure & records will now be handed back on May 1st & 2nd to all four PTA officers from the Book Savings Scheme.
- ★ Bank Account application forms for the new AIB PTA account
- ★ Insurance Details for PTA from Brennan Insurance as recommended by Marianne of the NPC

To The Secretary

- ★ PTA Post election meeting minutes – draft on One Drive to be ratified after this handover
- ★ Agenda for this meeting uploaded to One Drive
- ★ AGM draft minutes noted by both Teacher Susan & Teacher Gillian – received 10 April 2018
- ★ These minutes need to be ratified at the second/next PTA meeting & issued to the PTA committee in advance of that meeting. These minutes are still being edited by Teacher Susan & will be emailed to the Secretary to be immediately updated on the One Drive.

To All Officers of the PTA

GDPR

- ★ Booklet on General Data Protection Regulation (GDPR) compliance for educational institutions by Microsoft – Soft copy on One Drive
- ★ Compliance implications for PTA appears to be minimal or on track from the Working Group structure which has been set in place
- ★ Principal awaiting training schedule from Educate Together on new Data legislation (May 2018)
- ★ Clarification that all files should be created & maintained on One Drive only!
- ★ Compliance indicates files should not be downloaded on local drives/devices

- ★ One Drive – All Soft files created since 13/11/18 given to Nicola 20/3/18 & 11/4/18. See attached list
 - Nicola has issued email addresses & passwords on 11/4/18 to PTA officers. The format is [name@gvet.ie](mailto:____@gvnet.ie)
 - These Logins & passwords are being issued now in sealed envelopes to the four Officers of the PTA.

Website & GDPR

- ★ Website update – AGM invite removed & constitution no longer listed as "proposed" on 16 March 2018. Date of ratification to be added but the site is currently unavailable to access. Ashling Kelleher is to follow up. Ashling Kelleher will administer or update the website as instructed
- ★ The PTA portal requires regular updating which Ashling will administer.
 - A written protocol/policy will need to be put in place for this procedure between the PR officer or an allotted PTA officer. This is a recommendation under the new General Data Protection Regulation compliance (GDPR) for the school & subsequently the PTA
 - Protocols will need to be integrated into the constitution at the next AGM or if applicable an EGM if shorter timeframe required under compliance. GDPR training pending for school through Educate Together, so TBC

To All Committee Members of the PTA

Feedback & Confidentiality

- ★ Feedback from parents – as of previous PTA meeting on 18 October 2017 & the NPC training session 13 November 2017, parents had widely expressed their wish to have a democratic, transparent & all-inclusive PTA. Parents have felt undermined, powerless & intimidated in the past.
- ★ Following the efforts of the Working Group, the format of the new constitution has been broadly well received. Now that the constitution has been passed, parents are hopeful that a concise structure exists for the PTA to prosper.

- ★ If any PTA committee member is not wholly convinced by the structure & the work carried since November by the working group, please be mindful of expressing these views and accordingly act with discretion outside the context of the PTA committee meetings.
- ★ NCP's recommendation for the role of a PR officer from within the PTA committee, should the committee wish to follow this recommendation, might allay parents' fears of the PTA's impartiality being eroded
- ★ During the week of consultation prior to the AGM parents approached Amanda asking for:
 - more insight into the various methods of teaching in today's classroom. with a view to understanding & supporting their child's education.
 - *Therese has recommended a Parent Talk.
 - details & implications of new structure of supports available to individual children & school at large, e.g. SNAs, NCSE, learning support, implications of the New Special Education Needs model, National Educational Psychological Service, Progressing Disability Network Team roll out for CH07 Dublin West.
 - *Therese suggests a teacher led website portal with links to information.

Parents are hopeful that this relaunch of the PTA will, once the handover is complete, will be seamless & the PTA will prosper.

Inventory of hard copy items being handed over at first Griffeen
Valley PTA committee meeting

22 March 2018 rescheduled & amended to 11 April 2018

All items should be stored in the office in the first file box provided with the exception of the second box of stationery items. The Treasurer's files numbering 2,4 & 5, which are confidential should be stored separately. The Treasurer should liaise with Principal. Amanda can go through all records in detail with officers.

Note: This subsequent meeting took place for approximately 70 minutes on 16 April 2018 with the Principal, Chair, Secretary, Treasurer & Amanda present.

1. PTA NOTES – given to Secretary
 - NCP – Working effectively as a PTA
 - ETHOS – What is an Educate Together National School
 - GVETNS – Print out of current PTA web page contents
 - NCP – Parent Associations & money
 - NCP – What is a Parent Association?
 - NCP – Getting involved in your child's education
 - Leaflets of above
 - List of all soft files held on the school's One Drive sub directory for the PTA.

2. HISTORICAL PTA FIGURES – given to Treasurer
 - Spreadsheets Sept 2016 to November 2017
 - Extracted from school records by Amanda Cullinane

 - No other financial records on file
 - Recently (March 2018) received a few receipts - noted in red

3. AGM 15 MARCH 2018 – given to Secretary

- Invite & Agenda
- Agenda
- Sign in sheets
- Timekeeper's notes
- NCP Advise 15/3.18
- Record of ballots & tally
- Presentation
- Financial presentation notes
- Constitution passed by majority
- Minutes

4. TREASURER – Current – given to Treasurer

- Receipts & funds received 13/11/17 - 15/3/18
- Wish list - 15/3/18
- Spreadsheets 13/11/17 - 15/3/18 & updated to 11/4/18
- Tea & Coffee Spreadsheet updated to 11/4/18
- Note on research into historical Data protection legislation by Amanda Cullinane.
- BOM contact info needs to be confirmed at tonight's BOM meeting.

5. RAFFLE REGISTER 2017 – given to Treasurer

6. VOLUNTEER REGISTER – given to Secretary

- Forms filled in by volunteer parents, with their preferences, at AGM
- Blank forms

7. PTA CASH BOX – received end of March 2018 – given to Treasurer

8. PTA RECEIPT BOOK – given to Treasurer

9. STATIONERY- box given to Secretary

- Envelopes/rubber bands

10. PREVIOUS PTA LEVER ARCH FILE – given to Secretary

- 2015/2016 with some minutes from PTA 2016/2017
- Working Group Additions/Updates to Lisa's File & Standards of Operating (SOP) - PTA 2015/2016
Working Group Updates Filed on top of file:

- Calendar of Events
- Constitution
- SOP – Tea & Coffee-additional photos to be added
- SOP – Calendar
- SOP – Raffle