

## Session 2014 - 2015

### Minutes of meeting held on 2<sup>nd</sup> September 2014

Welcome: **The meeting opened at 7.10pm**

Sererunt: Michael Stuart (MS), Alison Drackford (AD), Jonathan Balloch (JB), Lisa Duncan (LD), Gordon Lawless (GL), Helen Hunter (HH), Sian Livingston (SL), Amy Proudfoot (AP), Anne Bateman (AB), Stacey Collier West (SCW), Sara Louise Johnson (SLJ), Ashley Johnston (AJ), Louise Simpson (LS), Anne Grahame (AG), Fiona Trotter (FT)

Apologies: None

Next Meeting: **7<sup>th</sup> October 2014 @ 7pm**

Minutes of Last Meeting: 3<sup>rd</sup> June 2014

#### Matters arising and New Matters

### Welcome

JB welcomed everyone to the meeting

### Minutes of Last Meeting

Minutes of meeting dated 3<sup>rd</sup> June 2014 were accepted – Proposed by LD Seconded by AD

### Financial Overview (AD)

Refer to AGM minutes – approx balance £3100

School Disco's – raised around £400/500 per disco

P1 Christmas Cards - £137 – this should be opened up to other classes.

Nursery Tea Towels - £250

Blue Bags - £100

Games Night - £430

Raffle - £1000

Formal accounts were still to be prepared/audited and the appropriate statements issued.

P7 Yearbooks are still to be paid for.

### Activities

All activities carried out last term.

## **Future Activities**

### **Games Night**

Next games night was agreed as 29<sup>th</sup> May 2015 between 6pm until 8pm

Look at obtaining raffle prizes for this event.

### **Blue Bags**

Next date for bag uplift – 3<sup>rd</sup> October 2014 – MS to look into other companies & possibly weigh bags prior to uplift.

### **3 Kings Night**

HH will prepare the tickets for this event – 150 minimum/180 maximum people required – it was agreed to start selling these tickets ASAP – potentially start selling from 3<sup>rd</sup> November 2014

### **Christmas Fayre**

LD will take ownership of this event

Fayre date agreed as 22<sup>nd</sup> November 2014 – 11am until 2pm – let required for previous night 6pm until 8pm – LS to organise/book these dates.

LD requested that cost per table be increased to £15 – agreed by all.

HH advised that any facepainting should be carried out by the PTA – money was lost to the PTA using an outside source last time.

Beginning of October agreed for separate meeting for Christmas Fayre – date/time/venue to be agreed.

20 Stalls agreed for Fayre

AB requested a list be made available on the staff notice board to ensure that stalls are suitably allocated for Teachers/Parents/PTA – we need to make sure we have the stalls staffed properly – stretched last time!

P7 Elves required for Fayre

FT advised that 3 main raffle prizes should be obtained as quickly as possible to allow the tickets to be printed & sold ASAP

FT advised that more people would be required to sell tickets in Howgate – FT to check with Howgate when PTA can sell these tickets.

Raffle provisional draw date to be 10<sup>th</sup> December 2014 @ 9.30am

Additional raffle prizes should be obtained to allow these to be utilised for the 3 Kings Event

Main Raffle prizes ideally should be allocated for start of October week (ideally next PTA meeting) to give as much time for printing/selling – PTA to check contacts for these main prizes.

### **Tea Towels /Mugs**

GL advised that he had received a package from Class Fundraising – this company would be used this year for cards/mugs etc – they are very good/efficient

Personalised Christmas Cards – this should be opened up to ALL Primary Classes & not just P1 – Nursery should be included in this as well.

Request for artwork should be sent out for 1<sup>st</sup> October 2014 & artwork returned by 8<sup>th</sup> October 2014

Nursery will do artwork in class & return for date above.

HH will do flyer for Nursery stating above dates – MS will copy & distribute as appropriate.

### **Photographer**

HH requested that 2 quotes be obtained from potential photographers for this annual event.

HH & JB both knew someone –

Provisional dates - 12<sup>th</sup> November 2014 between 5.30pm until 7.30pm – LS let required from 5pm until 8pm

15<sup>th</sup> November 2014 between 10am until 12pm – LS let required from 9.30am until 12.30pm

### **Halloween Disco**

Date for disco agreed as 24<sup>th</sup> October 2014 - 5.45-7 & 7.30-8.45 – MS to confirm disco man available/booked.

Christmas Disco

Date for disco agreed as 12<sup>th</sup> December 2014 – 5.45-7 & 7.30-8.45

### **Newsletter**

HH will prepare new format Newsletter & MS would copy/distribute as appropriate.

HH to place Newsletter on School Website

Newsletter to be promoted on Facebook Page

### **Social Convenor**

LS to confirm/book lets for forthcoming events & check if there will be a charge for this.

### **School Update**

AB indicated that the PTA **may** be liable for costs for letting school for PTA events – LS indicated that she had not received any indication for ongoing costs for PTA events & would check with the appropriate department accordingly.

AB advised that it had been a good start to session

AB to e mail school logo to HH for inclusion in Newsletter.

Funds raised by PTA mainly to be used for –

Trips

Buses (these are very expensive) – around £2 per head

Updated Sound System – around £2000

Drama Show – PTA contribution.

PTA agreed sum of £2000 to be offered to school with further money being issued in future.

### **Correspondence**

MS advised that PTA insurance had been in place over the Summer Break.

### **AOCB**

None

Date of next meeting to be **7<sup>th</sup> October 2014 @ 7pm**

Meeting Closed at 8.40pm

Prepared MS 5.9.14