

Session 2014 - 2015

Minutes of meeting held on 7th October 2014

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

Sererunt: Michael Stuart (MS), Alison Drackford (AD), Lisa Duncan (LD), Anne Bateman (AB), Stacey Collier West (SCW), Louise Simpson (LS), Amy Proudfoot (AP), Catriona Currie (CC)

Apologies: Gordon Lawless (GL), Jonathan Balloch (JB), Fiona Trotter (FT), Helen Hunter (HH)
Anne Graham (AG)

Next Meeting: **4th November 2014 @ 7pm**

Minutes of Last Meeting: 2nd September 2014

Matters arising and New Matters

DRAFT

Welcome

MS welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 2nd September 2014 were accepted – Proposed by AD Seconded by LD

Financial Overview (AD)

P7 Yearbooks – account still to be settled with school for £129.00

New address for correspondence from bank should now be up & running.

Activities

MS – Blue bags were uplifted on 3rd October 2014

MS – approx 62 bags uplifted with approx. total weight of 364kg – this should work out at approx. £180 raised

Future Activities

Halloween Disco – 24th October 2014

LD has started a helpers list

MS to issue letters/permission slips this week

LD – punchballs bought for disco 44p – sell for £1

No scary masks permitted at disco – this is to ensure we can identify children! State this on Permission Slip

Tuckshop – 12 boxes of brainlickers required – check remaining stock of other items

Check with FT – bottle water – where was the cheapest place to purchase – 100 bottles required

LD – 280 glow stick bought for event

LD – stretchy skeletons – sell for 50p each

LD – will pick up Booker order

Distribute tickets for disco on 21st or 22nd October - MS & CC to carry this out

3 Kings Night

HH & FT are in the process of finalising the tickets for this event – potentially start selling from 3rd November 2014

MS/HH to prepare poster for promotion of this event.

MS to promote this on Facebook page.

Photographer

HH has received quotes – letters will be required & distributed – provisional sittings were 12th & 15th November 2014

LS looking for confirmation of these dates to confirm let.

HH will issue the required paperwork ASAP – MS happy to carry out bag drop.

Christmas Fayre

LD – flyers required for distribution

MS to copy flyers & drop off at LD

LD – Santa presents this year will be age/gender specific & gifts rather than sweets i.e. stationery etc – monitor this to allow us to target specific groups next time.

LD – has stall list (maximum of say 20 stalls)

LD 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/assistance required for Fayre

MS to check regarding tea urn

LS – Amend let night before Fayre to - 5 til 8pm

Advert in Falkirk Herald required – if this has not already been carried out.

LD – ideally 15 people/helpers required from 11 til 2pm – this can also be split into 2 shifts on stalls!

MS – Facebook request for helpers at Fayre

Yellow Moon

CC – this raised only £7.61 – will consider issuing the catalogues one last time pre-christmas to ascertain if this can be improved – if not, will not use Yellow Moon again.

CC will issue to new catalogues

MS – to put promotion of Yellow Moon on Facebook.

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 & amend/book lets for forthcoming events.

School Update

No comments

Correspondence

E mails from FT & HH regarding items to be discussed in their absence.

AOCB

CC – Christmas cards – missing some designs for P1, P5V & P7R

CC has obtained the school logo – this can be utilised by all as appropriate & can be incorporated onto back of Christmas cards.

CC – options for greetings in cards in different language if required.

CC – Font for cards – Lucida Font

CC – mugs will be available for uplift at Fayre.

PTA stall required in school for parent's nights 19th & 20th November 2014 – to promote the cause!

19th times are – 3.30pm until 6pm

20th times are 4.30pm until 7pm

Poster required for Parent's Night – Promote PTA!!

LD to prepare posters for Christmas Fayre – MS happy to copy & issue.

Date of next meeting to be **4th November 2014 @ 7pm**

Meeting Closed at 8.40pm

Prepared MS 14.10.14