

Session 2014 - 2015

Minutes of meeting held on 1st December 2015

Welcome: **The meeting opened at 7.00pm**

Attended by: Gordon Lawless (GL), Lisa Duncan (LD), Jonathan Balloch (JB), Alison Drackford (AD), Sandra Harris (SH), Lauren-Ann Beaton (LB), Catriona Currie (CC), Jill Dickson (JD)

Apologies: Ann Bateman (AB - Head Teacher), Stacey Collier West (SCW), Stacey McAllister (SM), Jill Stanley (JS), Lesley Sanson, Louise Simpson (LS), Amanda Rennie (AR), Sara Louise Johnson (SLJ), Berny Kelly (BK),

Next Meeting: **12th January 2016 @ 7.00pm**

Minutes of Last Meeting: 3rd November 2015

Matters arising and New Matters

Welcome

JB welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 3rd November 2015 were accepted – Proposed by AD Seconded by JB

Financial Overview (AD)

AD reported that she has started the process of establishing Internet Banking for the PTA account. She has also organised GL & CC as signatories for the account. We have made payments to the school for bookends, two way radios and the international breakfast. There has been no request from the school for stationery funds. LB will ask for an update at the staff meeting. The PTA discussed options on the stationery again and reminded LB to mention that we believe it may be more cost effective for the stationery order to be collated and purchased by the PTA. This would then be gifted to the school and avoid any potential procurement issues. GL will also email the school with this request.

Past Activities

Christmas Fayre

The Christmas fayre was a great success raising over £2658. We have had very positive feedback from parents and stall holders. All agree it was a well organised and well run event. There was a special mention for the Santa who was performing the role for the first time. Stall holders also felt having the tombola in the main hall helped with numbers. GL would like the tombola not to be on the stage next year but we can sort it out at the time of the fayre. A couple of issues for improvement were raised. Coloured dots for the desks to ensure they go back to the correct rooms and access to cleaning equipment would help at the end of the fayre. These are noted for next year.

Christmas Cards, Mugs & Tea Towels

A good response and looks like raising similar money to last year which was in the region of £1000. We have had 1 broken mug and CC is chasing down a replacement. The Nursery Tea Towels are ordered and looks like raising around £300. CC was proposing that we ensure the Nursery are aware and offered the opportunity to access these funds to benefit the Nursery. CC also reported that next year the nursery will produce a cloth bag rather than a tea towel.

Future Activities

Bag Packing (missed from agenda so item left for discussion at the next meeting)

No firm plans yet but initial contact has been made with B&M with more details to follow. Also, it was confirmed that a parent at the school is a manager / staff member at Smyths in Falkirk. This may be another option.

Christmas Disco

Confirmed the let for the Christmas Disco is set for the 18th December. GL will confirm details with the DJ. LD is organising a Booker order but the issue is helpers. We will be asking for helpers on the bag drop and will ensure we have enough to go ahead with the disco. CC & JD will organise the bag drop. A slight change was agreed in that we will not issue tickets for the disco. Permission slips must still be returned with contact details. These will be transferred to a checklist and we will operate from the checklist on the night. CC will rework the flyer to this format.

3 Kings Night

5th February 2016 – Robbie Williams & Michael Buble

GL prepared the tickets to sell at the parent consultations but with the card / mug delivery and selling Christmas fayre raffle tickets, things were too busy to sell them. GL agreed to coordinate the ticket sales. CC is drafting a bag drop to go out next week. We will also start some publicity through Facebook, the Web site and other channels.

We have a number of minor raffle prizes held over from the Christmas fayre. We have the Golf outing as an auction prize. JB has a few ideas to try and get additional prizes for raffle / auction and we hope that 3 Kings will donate a table for a future event as they did last year.

It is £15 a ticket. The PTA get £5 from every ticket. We are aiming to sell 150 tickets.

Summer Raffle

Agree to discuss this at the next meeting.

Newsletter

Next newsletter will go out early in 2016. We will discuss details in January and we are hoping to plan for a move to Paper & Electronic delivery.

Social Convenor

No issues to report. All lets are booked to date.

School Update

There was no formal update to the PTA for this meeting but we have received thank you emails for the funds we are raising and the purchases we have made for the school this year.

Correspondence

GL reported that the front Web page had been updated to reflect the latest event. It has represented the Christmas fayre but GL will move the focus to the 3 Kings night (with a mention to the Christmas Disco too). CC mentioned that she could not find the Subscribe link for the Web site. GL will ensure to include guidelines as to how to subscribe.

PVG – JB as focal point for this has started the process. He has had email conversation and has a phone call scheduled later this week to start formal registration. For the initial registration, we agreed that it will be PTA office bearers only to start with and we can add others once we are established.

AOCB

Gaming Licence – GL noted that this was due on January 1st and the reminder letter was in the pigeon hole. AD provided a cheque for £20 to cover the cost. GL will make the application.

PTA T-Shirts – no progress but JB will organise and purchase t-shirts. We agreed green with white text. Possibly the school logo. JB will buy a range of sizes and fits (if possible).

Chocolates for school office staff – LD to organise a Christmas gift to the school office staff from the PTA for their help and support throughout the year. This is usually a box of chocolates but will leave it to LD to decide.

Easyfundraising – GL noted that we had received a cheque for £34 from easyfundraising. As a result, we have added it back to our web site.

Pencil case idea – LD discussed the idea of making a standard pencil case for the PTA to sell at cost (or close to cost) price. We would ask the school for required content of a pencil case to help each child during the school year and we would source the material hoping the bulk buying would reduce costs. The idea was well received and we should think about this around Easter time and before the summer holidays.

St Margarets PTA Thank You Cards – The PTA felt it would be good to have formal thank you cards that we can send throughout the year. Many people support the PTA and some in special ways. Examples were Santa for the fayre and the man that came out of his house when we were leafletting and said he could not attend the fayre but donated £10. The PTA wondered if this is something the school could design or help us create. Another good idea to discuss with the school

Date of next meeting to be **12th January 2016 @ 7.00pm**

Meeting Closed at 8.30pm

Prepared GL 3.12.15