

Session 2014 - 2015

Minutes of meeting held on 1st September 2015

Welcome: **The meeting opened at 7.45pm (after the AGM)**

Apologies: Fiona Trotter (FT), Alison Drackford (AD)

Attended by - Michael Stuart (MS), Louise Simpson (LS), Gordon Lawless (GL), Stacey Collier West (SCW) Acting Deputy Head Teacher, Jonathan Balloch (JB), Lisa Duncan (LD), Sara Louise Johnson (SLJ), Catriona Currie (CC), Sandra Harris (SH), Amanda Rennie (AR), Jill Dickson (JD), Jo Clayton (JC), Lyssa Yates (LY), Lauren Beaton (LB), Eilidh MacLeod (EM), Stacey McAllister (SM), Caroline Hamilton (CH), Lesley Walker (LW), Ms Kelly (MsK)

Next Meeting: **6th October 2015 @ 7.00pm**

Minutes of Last Meeting: 2nd June 2015

Matters arising and New Matters

Welcome

JB welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 2nd June 2015 were accepted – Proposed by JB Seconded by LD

Financial Overview (AD)

The Financial report for the year was covered at the AGM – Finances are in good order with an account balance of £3692.36 (refer to annual account for the AGM for details)

Activities

Race Night – 3hours

Greenside Park Centre is booked for the Race Night on the 18th September 2015.

A new member (sorry, missed the name) mentioned she has horses from an old race set if that helps. SLJ mentioned that Mrs Stanage has all of the Race Night kit.

LD mentioned that ticket sales were low and encouraged all to push ticket sales.

CC will organise a Text message to be set from the School to Parents.

LD & CC will attend the P1 transition evening on 3rd September to share details of the PTA and the race night.

The meeting discussed ideas of promotion like a billboard in the playground at school drop off and pick up times. We could try and sell tickets at those times too.

PTA members were encouraged to sponsor Races. JB & GL said they were willing to sponsor a race.

LD noted that all Race Sponsors would be published on the PTA Facebook account.

CC will create the Race Night event tickets.

Bag Packing

26th September 2015 @ Tesco Redding.

PTA Member and Volunteers needed to staff the event

The event will run from 11am until 2pm/3pm – depends on numbers helping out – ½ hr slots?

Halloween Disco

Booked for 23rd October 2015 with usual times

P1 to P3 (including pre-school) – 5.45pm until 7pm

P4 to P6 – 7.30pm until 8.45pm

GL – to confirm the Disco is booked.

Photographer

The Photographer is booked for the 24th October & 1st November.

We will send out notice week of 1st October.

Need a coordinator and helpers for the organisation & photo sessions

Christmas Fayre

LD has started some early preparation work and reported that around 1/3rd of the stalls have been booked already.

A request from the stall holders is to have a School focused stall in the main hall to encourage parents to enter the hall and have the opportunity to be drawn to the stall holder stands.

We are also considering having carol singers in or near the main hall.

Christmas Disco

We are in good shape on discos so we will discuss this item nearer the time

3 Kings Night

5th February 2016 – Robbie Williams & Michael Buble

We raised the idea to ask and see if the Photo Booth would be available that night

Newsletter

CC confirmed the newsletter had been sent out in a bag drop the previous week

CC described how the photocopying took a long time and wondered if making use of the School Web site was an option. There is a PTA section there but has not been used recently. MS recalled that it seemed difficult to get items posted there but CC & GL would speak to the school (Ashley Johnston) to see if we could start to post PDF format documents such as the Minutes of meeting and newsletters on the school web site.

SCW also mentioned that we could email requests into the school and the updates would be made for us.

If this works, we would make hard copies available at the School front desk and we would email / text a link to the school web site for those that use electronic media.

Social Convenor

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

School Update

SCW stated the Mrs Bateman would return to St Margarets from Wallacestone on the 19th October. The VOICE / Parent Council group complaint had been taken very seriously and had helped the situation.

There are a few staff changes happening. We have had new staff joining the school and we have some staff leaving or going on maternity leave. SCW did however ensure us that the school is well staffed.

The structure of the New Nursery facilities is complete and the staffing is nearing completion. The new facility is looking excellent and hopes to start taking children very soon.

SCW reported the Janitor is currently off sick and this causes an issue as the school has no cover after 3pm. The cleaning staff has been able to fill the role of locking up the school but some of the after school lets for clubs have had to be refused. The PTA understands the situation and will share with any parents that ask.

Correspondence

CC mentioned that the Christmas raffle will need ownership and help this year. LD noted that it will be a Summer Raffle this year as we always have a lot going on around Christmas and believe the summer format is worth a try. The PTA will ensure ownership and support to the summer raffle.

CC mentioned the kit for the Christmas cards will be arriving this week. It was proposed that the cards be set as a homework task for the 30th September to be returned for the 5th October. The school agreed.

CC mentioned that the Nursery will be doing the tea towel format for this year.

AOCB

Food / Cooking Course - SM asked the PTA for funding to buy equipment to support the food / cooking course she is running at the school. SM had tried 2 bids for funding from other source but both had failed. There is one other possible bid and SM asked for use of the PTA charity number to use in support of the bid. PTA agreed.

SM reported how the new kitchen area in the Nursery has ideal for this course and that she has already been running an after school club. SM asked for around £800 to buy a starter kit and some manuals for this course. It was confirmed this is a one off cost to get started.

The PTA agreed to support this request. The school will buy the starter kit and manual and inform the PTA of the costs. The PTA will reimburse the costs back to the school.

European Culture Day - SLJ reported that 26th September was European Culture day and the school was hoping to celebrate the day and raise awareness of European culture. The idea was to provide some sort of European snack to each child. Estimated costs are £20 per class. The school has 15 classes so the total cost would be around £300. The PTA was supportive of this event.

School Meeting - SCW mentioned the School meeting on Tuesday. CC & LD will attend and give a short overview of the PTA.

First Aid – One of the new members mentioned a First Aid course that was running soon. We polled the room and we had few first aid qualifications (some current, some elapsed). It was suggested that we should find 2 or 3 members to go on first aid training.

We had a discussion on PVG checks. SCW described how the process had changed and that the Head Teacher could recognise and approve helpers. The golden rule is to plan all events and to never be left in a one to one situation with any child. The PTA follow these rules.

Date of next meeting to be **6th October 2015 @ 7.00pm**

Meeting Closed at 8.55pm
Prepared GL 7.9.15