

Session 2014 - 2015

Minutes of meeting held on 3rd February 2015

Welcome: **The meeting opened at 7.15pm**

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

Apologies: None

Next Meeting: **3rd March 2015 @ 7pm**

Minutes of Last Meeting: 6th January 2015

Matters arising and New Matters

DRAFT

Welcome

JB welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 6th January 2015 were accepted – Proposed by JB Seconded by FT

Correction to Halloween Disco date – should read 23rd October 2015

LD has noticed an e mail in PTA inbox – invoice for £5163.39 – this might be for the sound system. AB/SCW & AD to confirm this & make the appropriate money available when required.

Financial Overview (AD)

AD indicated funds were available for uplift when required for Sound System.

OSCR – charity regulator has requested audited accounts – Ann MacMillan has submitted these to OSCR on 2 separate occasions. AD will get in touch with Ann MacMillan to sort this out.

AD will be preparing most recent accounts soon & may end up submitting these along with the old accounts.

Activities

3 Kings Night

It was agreed to continue to promote this as much as possible.

Group Text required from school, School Tweet, Facebook, Bag Drop, Posters etc

LD asked that any bag drop/promotion should include nursery.

Raffle prizes still required for hamper with tickets sold for £1 per strip

Currently 52 tickets paid for, 56 tickets requested (still to be paid)

3 Kings have a typical seating plan of 16 people per table – FT & HH will discuss this with 3 Kings to ensure that table plans suit our requirements.

Payment for 3 Kings is required on 15th February 2015

Approx. 70 tickets to sell to ensure PTA make reasonable profit – just around breakeven point at present.

Posters required in Loves, COOP etc

Future Activities

Future School Disco Dates

Easter – 27th March 2015

Summer – 19th June 2015 – will include nursery

Halloween – 23rd October 2015

Christmas – 18th December 2015

All disco's

P1 to P3 - 5.45 til 7pm

P4 to P7 – 7.30 til 8.45pm

All lets agreed from 5pm until 9.30pm

MS confirmed that disco person is all booked & is happy to be paid on the night for each disco i.e. no deposits etc. MS has also agreed inclusion of Disco Helper (not his wife!) to help with games etc, as long as PTA can provide some prizes.

Blue Bags

Dates agreed – 24th April 2015 & 9th October 2015 – agreed to stay with current company. MS might try another company in between dates above, although it was generally agreed to stick with 2 dates at present.

Photographer

Dates for photographer agreed by HH are – 24th October 2015 & 1st November 2015 – both between 9am until 5pm – let required for these dates.

HH is discussing time slot lengths etc with the photographer to ensure a smoother running event this time.

Bag Packing

Dates for bag packing at Sainsbury's Linlithgow agreed as 30th May 2015 & 5th December 2015 – times tbc

Date also agreed for Tesco bag packing – 26th September 2015

Running times for bag packing events to be determined after consultation with supermarkets.

Include forward notice of these events in the current Newsletter.

Games Night

PTA agreed date for Games Night – 5th June 2015 – 6pm until 8pm – possible include outdoor items subject to weather. HH advised that Chris from Enjoy-a-Ball is willing to help/attend if required.

Let required from 5pm until 9pm

Newsletter

HH has prepared draft newsletter & requested comments from PTA prior to publishing. Some minor adjustments required. MS will do bag drop as required.

Social Convenor

All lets up to date.

Lets required for Photographer & Games Night

School Update

AB – sound system purchase underway – PTA will provide funds when required.

Future fundraising might be for blinds for Gym Hall to enhance performances & assist with using computers etc.

Correspondence

None

AD gave MS copy of receipt for Gambling Licence.

AOCB

AB advised that salting/gritting of playground is being done “in house” as school cannot get a janitor/relief janitor.

Date of next meeting to be **3rd March 2015 @ 7pm**

Meeting Closed at 8pm

Prepared MS 4.2.15