

Session 2014 - 2015

Minutes of meeting held on 3rd November 2015

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

Attended by: Gordon Lawless (GL), Louise Simpson (LS), Lisa Duncan (LD), Jonathan Balloch (JB), Amanda Rennie (AR), Sara Louise Johnson (SLJ), Alison Drackford (AD), Berny Kelly (BK), Sandra Harris (SH), Eilidh MacLeod (EM), Lauren-Ann Beaton (LB),

Apologies: Ann Bateman (AB - Head Teacher), Stacey Collier West (SCW), Catriona Currie (CC), Stacey McAllister (SM), Jill Stanley (JS), Lesley Sanson

Next Meeting: **1st December 2015 @ 7.00pm**

Minutes of Last Meeting: 6th October 2015

Matters arising and New Matters

Welcome

JB welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 6th October 2015 were accepted – Proposed by LD Seconded by LS

Financial Overview (AD)

The financial report stated that the accounts are in good shape. We have transferred money to the School for the Kitchen equipment that was purchased. SM intend to use this in support of the school fayre. Funds have increased as we raised £530 from the Halloween Disco and £142 from the Bags to School collection. This was on top of the £429 made from Bag packing at Tesco last month. The school has made the purchases (see AOCB) agreed at the last PTA. These will be paid when the School provides the details to AD.

Past Activities

Blue Bags

Blue bag collection was carried out on Friday 9th October. After a good collection, we received a cheque for £142 which was an increase on recent collections.

Halloween Disco

Halloween disco was a success when held on 23rd October 2015. The first disco was well attended and although there were less numbers at the 2nd disco, it was still enjoyed by all. We raised £530 which is excellent and in line with Disco takings of the past.

Photographer

LS reported that there were changes to the plans as the uptake for the photographer scheduled for 24th October & 1st November were not as high as expected. We dropped the session planned for the 24th October and therefore held one session on Saturday 1st November.

The session was attended by around 14 groups which was down on last year. We have raised around £100 from the event. There were some cancellations on the day mostly due to children being taken ill. LS will offer there groups an opportunity to have a re-shoot at the photographer's studio but if this is not suitable, then they will get their deposit back.

Thoughts from the meeting to improve numbers next year were to advertise earlier and encourage uptake through word of mouth.

LD mentioned that we also have the opportunity to have a photographer set up a session at the Christmas Fayre. There is no effort from PTA except to allocate a suitable space. The PTA will get 20% of any sales made from photos taken at the Fayre. LD will look into this (at the time of typing these minutes, the Photographer has been confirmed for the Fayre).

Future Activities

Bag Packing

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 Christmas Disco is set for the 18th December. More detailed planning will take place at the December PTA meeting.

Christmas Fayre

SLJ provided with a list of Staff helpers for the Christmas Fayre. LD to get list of names from SLJ. LD continues to gather names of PTA & Parent helpers. Once she has the full list, she will allocate roles to the helpers.

SLJ pointed out that the date for the Christmas Fayre in the last newsletter was incorrect. GL will update the newsletter on the PTA Web site.

Advertising: The following methods of advertising are planned...

- Road side signs & Posters
- Local Radio
- The Falkirk Herald
- A Banner for the School gates
- Regular updates to Facebook & the PTA web site
- JB will share leaflets at the local church
- A school bag drop with a Christmas Fayre flyer
- Leaflets delivers through doors in various local streets

LD delivered various bookmarks for the school to colour and personalise. These will be sold at the Fayre.

We still do not have a Santa as the helper from last year cannot support us this year. LD asked that we all try and help find a Santa for the fayre.

LD has been asking for donations for the Hampers that are prizes for the Christmas Fayre raffle. She has many good donations so the hampers are in good shape. A few more items for the Men's hamper would help.

The external stalls are almost full and LD is confident we can fill them all.

If it is needed, LD will call us together for a Christmas Fayre meeting on Wednesday 11th November.

3 Kings Night

5th February 2016 – Robbie Williams & Michael Buble

We agreed we need to start to promote this in the coming weeks.

CC will prepare the tickets for this event and will start to sell tickets at the parent consultations being held on 17th and 19th November.

We have a donation of a Golf Voucher (4 ball round at a popular course). We agreed we should keep this as an auction prize at the 3 Kings night.

Other fund raising ideas will come later.

Christmas Cards & Tea Towels

The Christmas Cards are out and most classes have been returned. CC is chasing down the last few classes and will be complete by Thursday this week. Early indications are that we will make around £900 on Christmas Cards.

The images for the Tea Towels for the Nursery are coming together this week too.

Newsletter

Next newsletter will go out early in 2016.

Social Convenor

No issues to report. All let's are booked to date.

School Update

BK reported that the Staff are meeting parents of children that will be joining the new nursery campus later this week. The new campus is planned to open early next year.

The PTA were pleased to hear that Mrs Bateman is back full time at St Margarets.

SLJ reported that this year's trip to Dalguise with the P7 pupils went very well. The children had a great time and there has been very positive feedback from some parents.

SLJ confirmed that the PTA have been allocated some time at the school assembly to be held on Tuesday 10th November at 2pm. CC will attend to hand out rewards to the children that offered the selected ideas of ways the PTA can help the school. CC has a list of pupil names to confirm with the school.

Correspondence

GL reported that he is planning an update to the PTA web site. He will capture the results from the previous events and change the focus of the front page to the current events.

PVG – The PTA committee discussed further and confirmed our intent to commit the PTA members to the PVG scheme and to manage our parent helpers within the guidelines of the scheme. We agreed that the Focal Point

role with Volunteer Scotland should be aligned with the responsibilities of the Chairman's role. JB confirmed he is happy to be Focal Point and future Chairman should consider these responsibilities as part of the role.

GL will take the next steps in moving us towards this PVG status. He will register the PTA with Volunteer Scotland.

AOCB

PTA Tee Shirts – It was noted that at a recent bag packing event for another school, the PTA members wore tee shirts with school logo and PTA member identifiers in them. This looked good and made it easy to spot PTA members. The PTA thought this was a good idea and such tee shirts would help at many of our events. JB will organise the purchase of PTA tee shirts.

Book end for the library – GL noted that the bookends for the library had been delivered and we should provide the payment back to the school. BK said she would get us the details as well as the costs of the Walkie Talkies which have been purchased and are working well. (SJL also mentioned that the old walkie talkies had been recycled and helped staff while they were at Dalguise).

PTA Account Signatories – AD said she would get CC & GL added as signatories to the PTA bank account.

Date of next meeting to be **1st December 2015 @ 7.00pm**

Meeting Closed at 8.30pm

Prepared GL 9.11.15