

Session 2014 - 2015

Minutes of meeting held on 6th October 2015

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

Apologies: Jonathan Balloch (JB), Caroline Hamilton (CH), Lesley Walker (LW), Stacey Collier West (SCW) Acting Deputy Head Teacher, Lauren-Ann Beaton (LB), Eilidh MacLeod (EM),
Attended by - Gordon Lawless (GL), Louise Simpson (LS), Catriona Currie (CC), Lisa Duncan (LD), Amanda Rennie (AR), Jill Stanley (JS), Stacey McAllister (SM), Sara Louise Johnson (SLJ), Alison Drackford (AD), Berny Kelly (BK)

Next Meeting: **3rd November 2015 @ 7.00pm**

Minutes of Last Meeting: 1st September 2015

Matters arising and New Matters

Welcome

JB had sent apologies so GL stood in as Chairman and welcomed everyone to the meeting.

Minutes of Last Meeting

Minutes of meeting dated 1st September 2015 were accepted – Proposed by CC Seconded by LD

Financial Overview (AD)

The financial report stated that we have had a good return from the two recent events. They have boosted the fund by over £1000. £300 had been passed to the school in support of the European Day of Languages event. AD is organising a transfer of funds to the school to cover the cooking equipment we agreed to buy. The school has made the purchase so we will reimburse the school.

Past Activities

Race Night

The race night was held at the Greenside Park Centre on the 18th September 2015. It was attended by around 35 people and was a great success making just over £650 profit for the PTA. Many thanks go to SLJ, Mrs Stanage and their helpers for ensuring the night ran smoothly. We have had good feedback on this event so hope word of mouth will help boost numbers for the next time.

Bag Packing

Bag Packing was carried out on 26th September 2015 @ Tesco Redding. The event ran smoothly and raised an excellent amount of £429. We had to chase down a copy of our Liability Insurance to allow this to go ahead so this has been noted for future events of this nature.

The meeting noted that others shops like B&M or Smyths toys store also allow bag packing. CC will look into possibilities. We noted that there are school parents that may work at Smyths and may be able to provide details.

Future Activities

Blue Bags

Blue bag collection has been confirmed for Friday 9th October. A bag drop has been delivered the previous week. There were bags delivered to all of P1, P2 & P3. P4 - P7 had the option to collect a bag from the school reception or to use a bag of their own.

Halloween Disco

Booked for 23rd October 2015 with usual times. Slips have been sent out in a bag drop and Lisa is coordinating helpers.

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

P4 to P6 – 7.30pm until 8.45pm

GL confirmed the Disco is booked and confirmed the Christmas Disco at the same time. As we have done before, we will book up Disco's for the coming year in January.

Photographer

LS reported that the Photographer has been difficult to contact as they have been on holiday for a month. We have confirmed the dates are booked for the 24th October & 1st November.

Flyers are being drafted and plan to go in a bag drop on Thursday 8th October. It will include a request asking how many people will attend each shoot allowing us to allocate enough time to each group.

The photographer has indicated that there will be a new purchasing format where there are choices in terms of images used and packages available.

Christmas Disco

GL has confirmed the Disco booking. We are in good shape on discos so we will discuss this item at the November PTA meeting.

Christmas Fayre

LD reported that around 14 stalls have been booked already so we only have a few stalls left and are likely to fill them all.

LD is coordinating the helper for set up and to run the event. Some rolls already allocated and LD will work to fill others. The school will provide Santa helpers and we noted that Michael will create Santa's grotto and we have the option of the same Santa from last year.

On school involvement, SM will look into the possibility of using the school cooking equipment to deliver some baking for the fayre but we are conscious of the health and safety regulations. SM to advise what is possible. The school will also look to have pupils make art / craft type items to sell at a school hosted stall. LD proposed one additional idea for a stall where we collect used items such as toys / books and have a brick-a-brack type stall.

SLJ delivered an apology from Miss Brockie as the carol singers are already committed on the date of our Christmas fayre. We note to get our request in earlier for next year.

LD is planning a communication push through a Facebook event, our regular Facebook page, the PTA Web Site, local Radio and the usual flyers / posters.

3 Kings Night

5th February 2016 – Robbie Williams & Michael Buble

CC will look to prepare the tickets for this event as we want to start promoting this event and selling tickets at the parent consultations being held on 17th and 19th October. We will have a stand to promote the work of the PTA and the coming events. JS suggested that we have a poster with some pictures and feedback quotes from the previous event. We also believe word of mouth and recommendation from the last 3 Kings event will help on this one.

Christmas Cards

The Christmas Card template has been sent out as homework and most classes have been returned. CC is chasing down the last few classes. CC confirmed that we will use the new School title on the cards and the greeting inside each card will be in English and French as these languages are used in all classes throughout the school.

Newsletter

Next newsletter will go out early in 2016.

Social Convenor

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

School Update

SLJ thanked the PTA for their support on European Day of Languages. The children had great fun and enjoyed the European treats paid for by the PTA. The school has provided feedback to the coordinators of the overall event where they mention the support of the PTA. SLJ also delivered thank you letter from all P2 pupils and thank you cards from P6 & P7. The PTA members enjoyed reading the comments. Lots of smiles.

BK reported that the school funds are as low as anyone can ever remember. Parents are having to be asked to cover full cost of any school trips and some school lets are not possible due to janitor cover. Some classes are asking for children to bring in their own stationary. With this outlook, the PTA were agreeable to supporting the school on the stationary issues. BK would go back and ask in detail what sort of help they would require. We discussed some ideas such as simply providing each teacher with some fund to use as they see fit. We also discussed some incentives to classes who keep their stationary in good working order for the full year. These were viewed as good ideas and we await the school thought, ideas and requirements.

CC had coordinated the feedback from the pupils and parents on what they would like to see the PTA support in the future. The majority of the feedback also mentioned the need for more stationary (white board pens being the most requested). This was in support of our agreement to help the school with stationary needs. CC also suggested that we could gift a pencil or something similar to those pupils who took the time to make suggestions. The PTA agreed and if there is time, these could be presented at a school assembly.

BK asked the PTA for their support to buy a new set of walkie talkies / radios for the school staff to use when out and about in the school or school grounds. The current set are beginning to break down and this raises a potential health and safety risk for any incidents that occur. The school would need 10 walkie talkie's which are priced at £43 for a pair. The PTA agreed to support this request.

BK also asked for some book ends for the library help store the book properly and protect them from damage. These are £6.99 for a pair and the school would like 10. GL also mentioned that the covers bought by the PTA for the library book continue to be applied and are helping a lot to protect the books. The covers are running low though and GL asked if the PTA would support the purchase of some more. The PTA agree to these requests.

Correspondence

GL reported that the PTA web site is up and running. Those that have seen it have given positive feedback. GL asked if he could adjust the PTA front page to focus more on the current funds raised and the current events planned by moving the format PTA statement to a new page. All agreed.

AOCB

Food / Cooking Course – SM had brought the Cooking equipment purchased by the PTA along for us to see. All of the equipment looked excellent and we look forward to seeing the results of the pupils cooking efforts.

PVG – GL had attended an online web meeting / presentation on PVG. GL reported that the presentation recommended that as registered charity, all committee / office bearers members should be PVG registered / members. Volunteer Scotland support this free of charge but we must register with Volunteer Scotland. The big catch is that we need a lead person to take on a fairly delicate and responsible role of managing the PVG information. This is likely to be very confidential information on members and supporters of the PTA. We need various.

GL went on to describe a process to help decide what level of helper needs to be PVG registered. A questionnaire exists which helps to decide if people are doing regulated work (regular, recurring, planned work) for the PTA. If they are, then PVG registration is recommended.

GL will follow up on this further and the PTA agreed to continue towards a level of PVG that is appropriate for our organisation and the events we run.

Fund Raising Targets & Spending ideas / Proposals – We covered some of this during the School Update above. The PTA agreed that we like to have a target figure to work towards. We agreed to set it at £7000 for this year.

From the list of feedback from the pupils and parents, SLJ was able to report that the council are very close to providing funding for 2 bike sheds at the school. SLJ also mentioned that there were some fund left over in support of loose play material.

Based on the Schools report, the PTA agreed that this year we would support the school in terms of stationary request and such smaller value requests across the year. There will be no big ticket item this year.

Online Fund Raisers – GL reported that the PTA web site has a page for online fund raisers. We had received an email directing us to the Micro-scooters for school page but GL noted that it would need managed by the school as funds are paid directly to school accounts. SLJ mentioned that school has tried this before and the results are not great and it is not something the school support any more. PTA agreed.

The PTA agree to continue to look for online opportunities. The Yellow Moon links and instructions are on the page today. JS mentioned Easy Fund Raising. This is a link we have used in the past and GL will look to re-establish this. LD reported that one of the stall holders would like to run an online event selling candles and if the PTA promotes this, we receive a percentage of the sales. LD to find out more. JS mentioned that Tesco also run as scheme were they will brand and sell school uniforms with the school logo, the school gets some of the profit. We should look into this for the start of next year.

Date of next meeting to be **3rd November 2015 @ 7.00pm**

Meeting Closed at 8.45pm

Prepared GL 7.10.15