

St Margaret's Primary School Parents Teacher Association

Session 2016 – 2017

Meeting held on Tuesday 1st November

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

Attended by: Gordon Lawless (GL), Jonathan Balloch (JB), Lisa Duncan (LD), Amanda Rennie (AR), Bernie Kelly (BK), Ann Bateman (AB), Stacey McAllister (SMc)

Apologies: Catriona Currie (CC), Jenna Mathers (JM) Stacey Collier-West (SCW), Alison Drackford (AD), Louise Simpson (LS), Jill Dickson (JB), Sara-Louise Jonson (SLJ),

Matters arising and new matters

Welcome

GL opened the meeting as JB was running a bit late

Minutes of last meeting

Minutes of meeting dated 4th October were accepted. Proposed by AR, seconded by LD.

Financial Overview (AD)

There was no financial update available but we know there are were funds raised at the Halloween disco (AD thought they may be down on usual figures). AD to update at the next meeting.

AB noted that M&M Productions will be in shortly to present a show to the school. This happens every year and is supported by the PTA. The cost this year will be £1200 AD to ensure the funds are made available to the school.

Activities

October Disco (Halloween)

The Halloween disco was held and seemed to be well attended. The costumes were amazing and fun was had by all. AD will report on the funds raised at the next meeting as she is still collating expenses to offset against the total raised. AD felt it may be down on last year.

Future Activities

Family Bingo (no update – to be discussed at next meeting)

AB confirmed that the school feel this is a good idea too. After a review of the calendar, it was felt we should aim this event for Friday 10th March

Xmas Fayre

19th November – LD provided the following updates

- Santa – JB confirm the Santa from last year is happy to help out again. We will make sure we schedule a break for him.
- LD asked for Teacher Helpers to be available. BK to ask around the staff again for helpers.
- LD to provide Posters for the school to help raise awareness.
- LD will hand in a letter for Kid helpers. LD would also come into school and meet them before the event.
- CC to attend the School assembly on Tuesday 8th Nov to share details of the Xmas Fayre

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- LD will provide templates of Christmas Decorations for the kids to colour in. Complete decoration should be left in the PTA pigeon hole for collection. These will be sold at the Christmas Fayre
- SMC confirmed she will be making cakes with the children prior to the fayre and have a stall to sell these at the fayre
- LD asked if Miss Hunter would be making decorations as part of the act learning team. AB felt it may be too late now but would ask
- LD will contact all PTA members for help in distributing leaflets through doors in the local areas
- GL agreed to put up the road side signs advertising the fayre
- LD may organise a PTA get-together in the local pub to finalise plans

Xmas Cards

Christmas cards samples have been sent home and are starting to be returned. The deadline is the end of this week

Xmas Gifts for Nursery

CC reported via email ... the sample pack and instructions have been lost, so they are sending out a new pack (hopefully should receive tomorrow). I've asked Mrs Bell and Mrs McGregor to look out for it for me. They said the max number of images per side of the bag is 60... so my suggestion is we would have AM on one side and PM on the other, with school logo on each side. This assumes we are only doing the traditional nursery class i.e. ages 3 and 4. They have said to do the hand print in black poster paint, and use A4 paper folded in half - it can then be reduced down to the right size.

Only other question would be what colour do they want this to be in (green or purple) and also should we just go ahead and work with Nikki Myles on this?

They are obviously a lot busier than last year as they are saying they would need 3-4 weeks from approval of artwork to complete the delivery, so think if we are going ahead with this need to get the order forms out ASAP.

Bags 2 School

We have set up a bags to school pick up for 1st December. We will distribute the bags the week after the Christmas Fayre

Christmas Disco (9th December)

LD is out for the week leading up to the disco. Will ask if CC can do the usual Tickets and letters for the disco. GL will organise the Stock levels for the disco but cannot help on the night

Race Night (no update – to be discussed at next meeting)

As we are now fitting in the Family Bingo for 10th March, we are moving the Race night to 3rd February. LS will book this date at the greenpark centre.

Newsletter Update (CC)

There was no Newsletter update this month

Social Convenor Updates

LS reported via email – All lets in hand but still need to speak to Greenpark regarding the Race Night

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Schools Update

AB did not have anything more to add as a school's update.

Correspondence (secretary)

GL confirm he will make Web site update to reflect the current events.

PVG – All good ... we agreed to remove this as an agenda item.

AOCB

Fire Drill

After the recent fire drill at school (an unplanned one), we felt like we should have a full understanding of what is required for PTA events such as the Disco's or the Fayre. We have been completing the form for the discos but we will add this to the agenda for next meeting to discuss further.

First Aid Course

We will add this to the next agenda to see when the course is being run again and if we can get more PTA members trained

Date of next meeting to be **December 6th at 7pm**

Meeting closed at 7:45pm

Prepared GL 06/11/2016