

St Margaret's Primary School Parents Teacher Association

Session 2015 – 2016

Meeting held on Tuesday 7th June 2016 @7pm

Welcome: **The meeting opened at 7pm**

Attended by: Catriona Currie (CC), Lisa Duncan (LD), Alison Drackford (AD), Louise Simpson (LS), Jill Dickson (JD), Jenna Mathers (JM), Jonathan Balloch (JB)

Apologies: Amanda Rennie (AR), Gordon Lawless (GL), Ann Bateman – HeadTeacher (AB), Stacey Collier-West (SCW), Sara-Louise Jonson (SLJ)

Matters arising and new matters

Welcome

JB opened the meeting

Minutes of last meeting

Minutes of meeting dated 3rd May 2016 were accepted. Proposed by JB, seconded by CC.

Financial Overview (AD)

AD confirmed that we have had a very good year. The Summer Raffle has raised £1796.13, this includes the expenses that were incurred.

She has received and paid into bank cheque for £151 for the blue bag collection which was uplifted on 17th May.

Past Activities

Blue Bag Collection

This went ahead with minimal effort and cheque has been received and banked (see above). We have seen an improvement in previous years and agreed we should continue.

Future Activities

Summer Raffle

The raffle will be drawn during the school summer concert on 8th June. As there are so many prizes agreed to draw 3 prizes at each of the concerts on the day and remaining ones would be drawn on the day between concerts.

To officiate the draw – morning LD, afternoon CC, evening JB. We will have two PTA members to facilitate and have either a school child or a member of audience to pull ticket out of the box. As of this evening we have raised £1796.13.

Consensus was that moving from Christmas to summer had generated more ticket sales, great prizes and less stress on PTA members. A great team effort.

Summer Disco

It is being held on 17th June.

- CC has issued flyers and separate notes to P3 telling them to attend 2nd disco and a note to P6 buddies asking them to attend the first disco, if they wanted, to help support their buddy who will be starting school in August. CC to ask Mrs Brownell if she would ask the P6s to ask their buddy at Monday's treasure hunt event if they plan to attend the disco.
- JB will buy 160 water bottles
- LD will do Booker run and also buy ice poles

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- AD to confirm that it will be ok to move round tables from P7 area to the hall for tuck shop etc as school has new tables used at lunch time that are not suitable for use at disco.
- LD will start the helper list
- CC will update Facebook asking for helpers and information on tickets and which year group goes to which disco
- LS to confirm that we will have access (COMPLETE – AD, LD, LS spoke with janitor who will be on duty on the 17th and confirmed that Ena will be on shift when our let starts)

Bag packing

This has been organised for September 17th at B&M stores in Falkirk. CC to confirm with store the date, time and how many checkouts will be open. She will use flyers from last year to send out and will co-ordinate packers the same as last year.

Newsletter Update (CC)

CC had previously emailed draft for review and LD provided some updates. CC will amend and send back out for review. The aim will be to have it posted to PTA section of school website early next week as it contains information on the discos.

CC will ask GL to post to website

Once posted CC or GL will ask school to tweet and send group text saying it has been posted and will also update Facebook.

Social Convenor Updates

LS reported that we are up to date for this term but will organise lets for the AGM (confirmed as Sept 6th). Agreed that small hall needs to be booked for AGM and staff room for PTA meeting which will follow AGM.

We discussed timings and thought 6pm for AGM (*Update – CC confirmed last year's AGM was held at 7pm*)

Schools Update

Apologies received from school. No update

Correspondence (secretary)

CC read from email update that GL had provided

- PTA website was up to date as of 2nd June
- SPTC Membership renewal is due. They have a new system and we will register as 4 star member to ensure we get continued EPL protection. GL had asked AB to confirm school roll to determine cost of renewal. AB confirmed via email that school roll including campus is over 500 pupils.

AOCB

PVG – Protection of Vulnerable Groups Legislation for PCs/PTAs

CC confirmed that she has not completed her form yet.

JM said that she has one but didn't realise she would need to submit a new application for helping with the PTA.

PTA T-shirts

These have been collected and most people on the committee have theirs. Feeling was that they looked good when selling raffle tickets at the Howgate during May and helped people identify who we were. Agreed those who had one will wear to disco next week.

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School Uniform... Tesco

CC confirmed that this was currently on hold as Falkirk Council have told schools not to take out a contract with Tesco. Falkirk Council needs to look into this and will advise schools accordingly of their decision.

Playground Equipment

This will be held over till next year.

AGM

Agreed AGM will be held on 6th September (School holiday weekend is 12th Sept).

CC to create flyer and do bag drop at end of August.

CC agreed to ask school to add to their calendar of events for next school year.

JB raised concern that we do not have a vice-chairperson as next year will be his last year on PTA. It was decided that this position should be filled at the AGM.

GL to generate agenda for AGM

GL to confirm if constitution needs to be amended if we have a vice-chairperson

Date of next meeting to be **Sept 6th following AGM at 6pm**

Meeting closed at 7.50pm

Prepared CC 07/06/2016