

Session 2015 - 2016

Minutes of meeting held on 2nd February 2016

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

Attended by: Gordon Lawless (GL), Lisa Duncan (LD), Alison Drackford (AD), Sara Louise Johnson (SLJ), Ann Bateman (AB - Head Teacher)

Apologies: Lesley Sanson, Sandra Harris (SH), Jill Dickson (JD), Jonathan Balloch (JB), Catriona Currie (CC), Amanda Rennie (AR), Louise Simpson (LS), Stacey Collier West (SCW), Eilidh Macleod (EM), Lauren Beaton (LB)

Next Meeting: **1st March 2016 @ 7.00pm**

Minutes of Last Meeting: 12th January 2016

Matters arising and New Matters

Welcome

JB had sent apologies and GL was to arrive late. The early part of the meeting covered the Schools Update and a visit to the Literacy resources. (refer to Schools Update for detailed minutes)

Minutes of Last Meeting

Minutes of meeting dated 12th January 2016 were accepted – Proposed by LD Seconded by AD

Financial Overview (AD)

AD reported that the finances had been stable since the last meeting. AD did mention that the account updates had gone through so GL & CC should be able to sign cheques in the future.

Past Activities

There were no activities since the last meeting.

Future Activities

3 Kings Night

5th February 2016 – Robbie Williams & Michael Bublé

GL reported that we were likely to end up with around 60 tickets sold for this event. As we realised earlier that sales would not be what we had hoped for, JB had re-negotiated with the 3 Kings venue and we will now only pay £500 for the Event. As the event is being supported by the usual set of parents, we will focus on a fun night and ease back on additional fund raising. There will be a Prize draw for the tickets and Lisa has arranged to have around 20 prizes for the raffle.

JB will contact the 3 Kings with final detail this week.

Bag Packing (missed from previous meeting)

No update tonight. We will discuss at the next meeting

Summer Raffle

CC had emailed an update. CC has contacted the supplier of the raffle tickets. CC has cost details and feel preparing the ticket online is the best option. CC has shared a “proof” version of the raffle ticket for all to review. CC had provided costings for the purchase of the raffle tickets. It seems very reasonable compared to last year so we will ask to check the number mean 1000 books rather than 1000 tickets. CC needs to know the top 3 prizes before we can finalise the ticket. We need more discussion on prizes as there were updates missing for the meeting. GL to verify the gaming licence details are the same as last year. (which I have confirmed prior to typing these minutes)

Easter Disco

LD will purchase Easter themed items to sell at the disco. GL offered to do the bag drop week beginning 29th Feb. CC to be asked to do the leaflet for the bag drop.

Newsletter

Some verbal feedback is that the format and content of the newsletter was very good. Parents like seeing how much money was raised and where it was being spent.

Social Convenor

No update but we noted that the April PTA meeting will fall on the school holidays but it will be important to have a discussion on the Summer Raffle. It was proposed we have the PTA meeting on Tuesday 29th March instead. LS to adjust the let booking. If this is not possible, we can meet in the local pub.

School Update

Due to low number of attendees/late arrivals it as agreed that AB would address the school update at the start of the meeting to those members present (LD & AD, GL joined later on). AB reported that all the stationery resources which had been ordered with the school budget had arrived and had been distributed accordingly. LD & AD confirmed the children had reported this to them at home. AB confirmed that the Maths & Numeracy resources being funded by the PTA had been ordered by the RACI Group of staff and was awaiting delivery. AB confirmed that she had organised the repair of the piece of Trim Trail equipment at a cost of around £500 and had paid it from school budget. The repair will be actioned as soon as possible. AB highlighted that there was an annual equipment safety check which HAS to be completed at a cost of £250 which the PTA might wish to consider supporting at a future meeting. It was recognised that when the Trim Trail was planned and installed by another parent body no affordance was given to the on-going maintenance budget. AB explained how the Library had been re-furbished with the school library service staff doing a though audit of the old stock and identifying new titles to purchase which Ms Berny Kelly (Principal Teacher) has done using the fantastic commission we receive from the Scholastic Book Fair each year. Currently 2 dedicated Parent Helpers are categorising and labelling them and putting on plastic book covers for protection which were bought by the PTA. AB highlighted the purchase of the resource CSI Literacy into P5,P6 & P7 classes to support development of reading skills. AB suggested the PTA may wish to hold onto their current monies and add them to future fundraising to purchase larger pieces of playground equipment which will have greater impact on the playground environment.

Visit to Literacy Resources:

AB & S-LJ gave LD, AD & GL a tour of the Literacy Resources for the school which are overseen by Ms Kelly and the Literacy RACI group. AB & S-LJ highlighted the vast range of texts available to pupils across all genres and at all levels of reading ability and interest. It was explained how the wide range of texts was particularly effective using the Literacy Café approach which is used in P3 & P4. LD commented on seeing pupils browsing the shelves in Meadowbank Library very independently showing that the pupils were transferring these skills in selecting books for personal choice. The range of teaching resource materials was also shown.

Correspondence

GL reported that the PTA web pages still reflected all PTA updates. LD mentioned that the Parent Council may ask for help on how to update the web site. GL happy to provide help as required.

PVG – GL reported that he had received a call to verify that JB was PVG approved. JB can now be the focal point for approval of all other committee members. Committee members had completed PVG forms and returned them to JB for submission.

AOCB

First Aid Training Course – LD has arranged for CC to attend the first aid course. Others were keen to do the training but were not available for the course dates this time round.

PTA T-Shirts – No update

School Uniform ... Trutex versus Tesco – The school has confirmed that it does not receive any incentives from Trutex. CC has emailed out details on the Tesco Scheme. In principle we think this is a great idea. We will discuss further when we have a larger group

St Margarets PTA Thank You Cards – A bundle of thank you cards have been passed to the PTA by the school. We will start to use these for thank you letters.

Date of next meeting to be **1st March 2016 @ 7.00pm**

Meeting Closed at 8.45pm

Prepared GL 10/2/16