

Session 2015 - 2016

Minutes of meeting held on 29th March 2016

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

Attended by: Gordon Lawless (GL), Lisa Duncan (LD), Alison Drackford (AD), Jonathan Balloch (JB), Sara Louise Johnson (SLJ), Stacey Collier West (SCW), Louise Simpson (LS), Bernie Kelly (BK), Catriona Currie (CC), Jenna Mathers (JM)

Apologies: Ann Bateman (AB - Head Teacher), Amanda Rennie (AR)

Next Meeting: **3rd May 2016 @ 7.00pm**

Minutes of Last Meeting: 1st March 2016

Matters arising and New Matters

Welcome

LD opened the meeting as GL was to arrive late.

Minutes of Last Meeting

Minutes of meeting dated 1st March 2016 were accepted – Proposed by LD Seconded by AD

The PTA was pleased to welcome a new member ... Jenna Mathers (JM)

Financial Overview (AD)

AD reported that the Easter disco raised £369.89 for the PTA. AD has started to arrange online payments from the PTA account and is waiting on approval of multiple signatures. Accounts have been handed into Sealock House.

Past Activities

Easter Disco

The Easter disco went well and raised £369.89. Numbers were a bit down but the kids still enjoyed themselves. There was an issue where we did not get access at 5pm even though we had a let from that time. This left it a bit tight to get set up in time so next time we will check who is covering the let before the event.

As we are often asked about timings and organisation of Discos, LD suggested that we create a page on the Web site that holds these details for Discos (start times, pick up times etc) so that parents can refer to it any time. GL will create the Web Page.

Future Activities

Summer Raffle

CC had emailed a proof of the Raffle ticket. It looked good so CC would finalise the details noting that the Spa day would be for 2 people.

The top 3 prizes were set but we need to gather as many more as possible. Everyone was tasked to try and chase down a few prizes. GL shared the letter we used last year to ask various local business for support. The PTA members were encouraged to go into various local businesses and ask for support too.

We intend to ask if it is possible to sell tickets outside of Tesco and the new Aldi nearer the time of the raffle.

CC will prepare a flyer for the school raffle bag drop and we plan to make the drop after the May day holiday.

CC will order around 1500 books of tickets. GL agreed to have a sign in the playground to raise awareness of the raffle.

Bag Packing

Confirmed that we will plan this for B&M in Falkirk during September timeframe.

Blue Bags (recycle clothes etc.)

GL confirmed we have arranged a collection for May. The pick-up will be on the 17th May. GL will organise a bag drop around 9th May and will include the Nursery in the drop.

Family Bingo Night

LD suggested a new idea of a Family Bingo night. This would be held at the school with parents and kids welcome to come along and play. Bingo would be in the large hall and would be slow and easy to follow. We could have a few other games set up in the small hall with the usual food and sweet stalls available. We will look to set this up for early next year, possible February in place of the 3 Kings type of event.

Photographer Session

LS mentioned the photographer from last year had been in touch for a date. The PTA felt that this year we would simply offer a photographer as part of the Christmas Fayre. LS would inform the Photographer.

Leaver Gifts

CC & LD shared an idea of using the same company that provides our Christmas Cards but for the production and sale of leaver gifts for the P7's and possible the Nursery kids moving to P1. The items could be Mugs with all class member signatures etc. The general feeling was that this is a good idea for the P7's but not so sure for the nursely kids. AB is keen to promote the Nursely and the School as a continues stage of education so may not be keen on seeing things as a leaving / joining stage. CC & LD will investigate further but may delay this idea until next year's P7 leavers.

Newsletter

No update but we will look to do a Summer update that will be distributed electronic only.

Social Convenor

No new updates but we noted the access issue experienced at the Easter Disco (notes above)

School Update

SCW informed the PTA that Lesley Brown has measured out a route within the school for the Golden Mile. It can be marked out in ¼ mile increments. LD will contact Lesley for more details and come back to the PTA with a Plan and costings to establish it.

SCW reported that AB is still keen that the PTA funds be invested in one large item for the playground. GL will meet with SLJ to agree a short list of 6 possible playground items. This list will then be shared with the Pupil Council to have pupil input. We will then make a decision. SLJ mentioned that we need also to consider installation costs and annual maintenance costs.

SCW inform the PTA of sad news. Mrs Lynn Williamson, a teacher of 25 years had died recently. Some of the older children and parents who had previously attended St Margarets may remember her. The funeral will be held on Friday 1st April.

SCW mentioned that the School is planning a few information sharing events in September and one of the topics could be the PTA (and Parent Council) sharing how they work and what they do. PTA would be happy to contribute.

Correspondence

GL reported that the PTA web pages were up to date with the latest feedback from the Easter Disco and initial steps to promote the Summer Raffle.

GL noted that a member of the Parent Council had been in contact so GL may be asked to help with the Parent Council Web Pages.

PVG – JB reported that he has reviewed and is ready to submit the PVG forms. The last step is that he needs to see and verify items of identification from the candidates. All were asked to show JB 3 forms of ID.

AOCB

PTA T-Shirts – JB had tried to visit the shop in Polmont twice and each time it had been shut. He will try again this week.

School Uniform ... Tesco – CC had received sample merchandise from Tesco. It was passed around the PTA and all were very impressed. CC explained the process and that when purchases are made, the items would be delivered to homes within 2 weeks. They have purple items to support the nursery too. SCW kept the items to show AB. CC would wait for AB approval and if all is ok, we will formally register with Tesco. CC would present details at the P1 Induction for the new parents / pupils joining the school.

First Aid Training Course – CC had attended the First Aid course and supplied some feedback. The course was more focused on the work place rather than PTA events. CC had enjoyed it and felt that as a PTA, we should think about the following items...

- How do we report and log incidents – SCW mentioned that any significant incident should be reported to the school at the earliest opportunity after it had occurred. The PTA agreed to start to use incident / bump slips (one copy for the child to take home, one copy for the PTA). SCW would provide a sample used by the school
- Should the PTA have their own First Aid Kit – Yes, the PTA will buy a First Aid Kit. SCW took PTA members to the school First Aid room and informed them of the facilities available
- SCW also suggested that we should add a statement on allergies to our Disco flyer. The statement would ensure the responsibility would be with the parent and / or the child to inform the PTA of any allergy and the potential treatment required. CC would add this to the Disco Flyer.

Digital Focus – LD had attended a SPTC event focused on the Digital aspects of education. The PTA recognised that St Margarets do very well in this aspect of education and cover this in many aspects of the curriculum including Digital & Science. LD had wondered if additional digital resources would be useful to the school? SCW could inform the PTA that the school has funding for around 27 new digital devices (PC's or Tablets) which would mean there are enough resources to ensure one each for any full class. The PTA were very pleased to hear this. The PTA also provided positive feedback on the use of the School Twitter account. It is always great to see the school updates and to provide some insight of family life back to the school.

Date of next meeting to be **3rd May 2016 @ 7.00pm**

Meeting Closed at 8.40pm

Prepared GL 30/3/16