

St Margaret's Primary School Parents Teacher Association

Session 2016 – 2017

Meeting Tuesday 6th June 2017

Welcome: The meeting opened at 7.00pm

Attended by: Alison Drackford (AD), Catriona Currie (CC), Jonathan Balloch (JB), Lynsey Simpson (LyS), Sara-Lou Johnson (SJL), Louise Simpson (LS), Yvonne Stuart (YS), Lisa Duncan (LD)

Apologies: Jill Dickson (JD), Amanda Rennie (AR), Gordon Lawless (GL), Mrs Bateman (AB), Ms Kelly (BK), Miss McAllister (SM)

Minutes of last meeting

Minutes of meeting dated 2nd May were proposed by JB and seconded by LD

Financial Overview (AD)

AD believes we have sold more raffle tickets than last year. She will confirm final figure so we can share at Summer Concert and also in the next newsletter.

AD will also provide to CC how much we have raised this year by event and also how much we have spent on each item we have provided to the school for inclusion in the newsletter.

Activities

- Raffle
 - CC and LD to facilitate raffle draw at 9.30am performance, YS do afternoon and JS will do # 1,2,3 at evening performance.
 - CC and LD will facilitate drawing prizes 34 – 10 in the morning. CC will have ownership of distributing prizes to winners.
 - CC responsible for raffle tickets being in the school hall for each concert and list of prize winners.
 - Once the draw is made we do not need to keep either the purchased or unpurchased tickets. Last year JB burnt them. Agreed this was what would happen this year.
- Summer Disco (Fri 23rd June)
 - Flyer for disco was shared. CC to do bag drop on Monday 12th June
 - YS will do FB post notifying parents and requesting helpers.
 - CC to coordinate helpers
 - LD will do disco tickets on Thurs/Fri, CC to do rest of week
 - JD can do both discos, CC can do both but not set up, LD can do both and set up, AD can do both, YS cannot do either.
 - LD to buy punch balloons and other items e.g. stretchy men.
 - JB to buy water
 - AD to buy ice poles
- P7 Leavers Disco
 - GL to ensure we have both invoices from the Disco company so they can be paid for the school disco and P7 leavers disco on 23rd June.

Future Activities

- 200 Club
 - SLJ advised that AB is supportive of this initiative but concerned based on feedback from other schools that this could be an onerous task for the PTA. CC confirmed that

St Margaret's Primary School Parents Teacher Association

- the school she spoke to took payment as direct debit every month and that this was hard to manage and maintain and involved a lot of chasing of parents for payment.
- Agreed to proceed with this on the proviso that payment for "number" and entry into the club is in advance. Agreed we will issue the flyer at start of term, we would promote in the next newsletter (CC) and also on FB (YS) in the week before return to school.
 - We did not agree who would monitor the returned membership forms but CC was happy to create a master list of numbers and also a response form notifying people of their number in the draw.
 - Agreed that we would move to holding 9 draws with December being a double draw and that it would cost £10 per number (people could have multiple numbers in the draw). Agreed that PTA members could have numbers but that Chairperson could not. Draw would be made by school staff member at PTA meeting.
 - Agreed that numbers could be drawn again (i.e. if #12 came up in the December it would be re-entered for subsequent draws).
 - Agreed tickets would be allocated on a 1st come, 1st served basis, if all 200 numbers are sold before the 1st draw in 5th September we won't increase the number of #s. If we do not get enough the prize winnings will be reduced proportionally. JB commented that parents will need to return their forms ASAP to avoid being disappointed.
- Halloween Disco 27th October and Christmas Disco 15th December. LS to book hall for these discos.
 - Bag Packing – AD to chase up Smyths to see if we can bag pack on 23rd September. If they cannot, CC to contact B&M Stores. CC to also contact Tesco to see if we can get on their list for next session (probably 2018)

Newsletter Update (CC)

CC plans to issue a newsletter before the end of term. Plans to include an update on the outside play equipment, how much money we have raised this year and what additional items we have bought for the school.

It will also cover the 200 club and request as always for more parents to come along and support the PTA on a monthly basis.

In addition, it will have information on what events we plan to hold next year.

Social Convenor Updates

No additional update from LS.

Schools Update

1. SLJ advised that the bill for the P7 Yearbooks (£241.99) had been received. PTA had previously advised that we would pay this as we had done in previous years. It is easiest for school to pay the printer and PTA to reimburse the school. SJL said school would prefer money to be transferred to school, AD said if she had schools bank details she could transfer the money, if this was not possible she would organise a cheque. SJL to confirm to AD.
2. With regard to the Playground Equipment, they have received a quote from Playdale (They are a Falkirk Council recommended supplier and supplier of existing trim trail equipment) and have had a site visit. The school would like to proceed with the quote and asked the PTA to support them by providing the funds.
 - £14,325.90 for equipment, installation and appropriate surface underneath.
 - £295.00 for post installation assessment
 - £195.00 for annual assessment thereafter.

They have decided to purchase a slide and 2 climbing frames which will be guaranteed for 10 years. The slide will be on the grassy slope and the climbing frames close to the

St Margaret's Primary School Parents Teacher Association

MUGA. The choice of equipment has been based on ensuring that all pupils at the school and nursery will be able to use and it conforms to all regulations for safety and inclusion.

All PTA members were unanimous in supporting the school in this purchase and agreed to pay the full bill, and assessments.

SJL confirmed that she would speak to Playdale 7th June with the intention of placing the order.

Nikki Myles and SJL will be the on-site supervisors during the installation which should take 3 days.

We agreed that we should invite The Falkirk Herald down to do a piece about the PTA and to promote the PTA once it had all been installed.

SJL said that the school would prefer the children not to know what was being purchased so that it would be a surprise for them.

3. SJL gave a massive thank you from the school staff to all the PTA members for the hard work they do for the school and the children.

Correspondence (secretary)

No update from GL.

AOCB

1. LD asked who would be taking over Christmas Card process from CC. It was agreed that YS and AD would take ownership of this. CC confirmed that there were several areas to this
 - Making sure that the templates and instructions were sent out in learning log. It had been agreed to send out earlier next year (we have flyer the school can put into learning log and it is also posted to the schools webpage).
 - Sending templates back to Classfundraising
 - Receiving proofs and issuing to each class
 - Receiving back orders and entering data into online ordering sheet.
 - Receiving finished products and issuing them

CC will liaise with YS over the holidays to transition this.

AD has coordinated Nursery Tea Towels previously.

2. CC confirmed that she was happy to continue in role as Social Secretary (i.e. doing disco flyers, newsletters) but would not be available on daily basis at school so could not do helper list for discos, bag drops anything to do with Christmas Cards.
3. LD asked if JB would still be able to get Santa, JB confirmed he would ask.
4. Discussed getting new T shirts and also that we needed in 2017 to purchase some kind of rolling notice board to promote the work of the PTA. This will be carried forward to next year.
5. LD asked YS to share a message on our FB page about dads helping on PTAs (complete).
6. LS and CC thanked JB for all the hard work he has done in his role of Chairperson over the last 4 years. JB confirmed that he would contact the organisation that does the Disclosure Process for us to find out how to change over the ownership to the new Chairperson.

Date of next meeting to be our AGM – 5th September. Agreed it should start at 7pm.

Meeting was closed at 8.20pm