

St Margaret's Primary School Parents Teacher Association

Session 2016 – 2017

Meeting held on Tuesday 7th February

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

Attended by: Bernie Kelly (BK), Alison Drackford (AD), Lisa Duncan (LD), Catriona Currie (CC), Sara-Louise Jonson (SLJ)

Apologies: Stacey McAllister (SMc), Amanda Rennie (AR), Gordon Lawless (GL), Ann Bateman (AB), Louise Simpson (LS), Jonathan Balloch (JB), Jenna Mathers (JM), Jill Stanley (JS),

Matters arising and new matters

Welcome

LD welcomed everyone and opened the meeting

Minutes of last meeting

Minutes of meeting dated 10th January were accepted. Proposed by AD, seconded by BK.

Financial Overview (AD)

AD reported that we had raised £476.91 from the Halloween Disco and £441.21 from the Christmas Disco. The Nursery Eco Bags raised £278.30 and the Christmas Cards raised £953.36.

AD confirmed that the PTA have given the Nursery £155 to purchase new outdoor playsuits for the children to wear.

AD gave an update on OSCAR. OSCAR is the system where we report our annual accounts to the Council at Sealock House. She has updated the last 3 years of accounts as advised by them. Prior to uploading the most recent set of accounts we have been advised to update Section 6e of our Constitution from "it's audited" to "externally scrutinised as required by law". All present agreed that this recommendation made sense and we should change. In order to do this, we must hold an Extraordinary General Meeting. It was agreed to hold this on 28th February prior to our next PTA meeting.

All PTA members are requested to attend this EGM as we need a quorum of 10 to change the Constitution. CC suggested that it has been difficult to make a quorum for the AGM recently and we should discuss changing the amount of people in the quorum from 10 to 8. This was also agreed and will be proposed at EGM on 28th February.

Action on LS to book school for EGM and PTA meeting on Tuesday 28th February.

Activities

There have been no activities since the last meeting

Future Activities

Family Bingo (10th March ... 6pm to 7:30pm eyes down at 6.15pm)

LD has been in discussion with person who has successfully run a number of family bingo nights for their school PTA. Agreed format of evening would involve 5 or 6 bingo games with an interval

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where we would play "half time quick bingo", similar premise to heads or tails but you could buy one bingo number.

We agreed

- Entry to family bingo night will be free
- Charge £3 per book of bingo sheets (this will allow you to enter every game of bingo)
- Entry to the "half time quick bingo" will be £1
- There will be a tuck shop
- We will provide tea/coffee/juice during the interval for 50p
- We would sell tickets to the "half time bingo" in the week preceding the bingo night at the school and your purchase would guarantee you a seat for the bingo and free tea/coffee or juice (this is to incentivise people to turn up). Will need PTA members to volunteer to sell these tickets.
- LD has instructions on how the games will be played and how to work out if you have a full line/house etc. and will have these on each table
- LD has a number generator which will be used to call the bingo numbers
- LD will create a larger chocolate hamper and we will sell raffle tickets for it
- LD will collect forfeited chocolate on dress down day
- We need as many PTA members to help with set up

Actions to complete

- CC to issue flyer for dress down day (will do this Wed 15th Feb)
- CC to complete and issue flyer for Family Bingo night and create posters for advertising event in local shops.
- LD to provide all class teachers with carrier bag and note to collect donated chocolates and sweets on Friday 24th Feb (dress down day), she will then collect in the donations and make up the prizes
- LD to buy bingo tickets
- LD to create a FB event and start communicating the bingo night on FB.
- LS to confirm hall is booked for 10th March (5-8pm)
- GL – would you be able to do Booker run?

Easter Disco

The Easter disco is set for 24th March. GL to confirm he has booked DJ for the 10th March or 24th March (disco 24th) as there was a query on emails.

CC will do flyer for discos, coordinate helper list, and will do the tickets in the week before.

LS to confirm hall is booked, usual times.

LD to purchase balloons, Easter toys and to check stock for tuck shop for disco and bingo night

Action on all PTA members – we will need as many helpers as possible to help set up and at the disco, so please advise CC of your availability.

Summer Raffle will be added to the agenda for next meeting

Bag Packing

Aim to do Smyths in September or October, AD to ask for dates

CC to contact Tesco's and get on their list for 2018

Bags to School Collection

Agreed we would carry on with this, LD advised that she has been asked by a number of parents when the next collection will be.

GL to confirm when next collection date will be.

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Subsequent Discos

Agreed with BK and SLJ Summer Disco (including nursery children) would be 23rd June, Halloween Disco 27th October and Christmas Disco 15th December. LS to book hall for these discos.

P7 Leavers Disco

BK to confirm date

Newsletter Update (CC)

CC reported she has started drafting newsletter. GL to provide an update on the playground equipment project and once she has this she will share prior to issuing.

Social Convenor Updates

No updates

Schools Update

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

SLJ advised she was unable to provide an update on the playground developments as she is currently covering a different learning team.

Mrs Brown caught up with LD to say she has measured out a daily mile course around the playground which is all on the tarmac so children don't need to go on the grass if wet etc. We had previously agreed we would fund some signs around the course as markers for the children. LD will action over the next few months. Informally a few parents have said they would be happy to come every couple of weeks or so to 'lead' a lunchtime mile to try and encourage and support children to undertake it if this is something the school would be happy to support?

Correspondence (secretary)

GL confirmed he has updated the website with information on Bingo night and Easter Disco. There is no update on the new software. He has removed the Yellow Moon references as requested by CC at last meeting and had updated all monies received as of the last meeting.

AOCB

CC advised that due to a change in her personal circumstances she will be stepping down as Social Secretary at the summer, however she is happy to remain on the committee and will be able to help at events and as required,

Date of next meeting to be **February 28th at 7pm which will be preceded by Extraordinary General Meeting to review and approve proposed changes to the Constitution.**

Meeting closed at 8.10pm

Prepared CC 07/02/2017