

St Margaret's Primary School Parents Teacher Association

Session 2016 – 2017

Meeting held on Tuesday 28th February

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

Attended by: Berny Kelly (BK), Alison Drackford (AD), Lisa Duncan (LD), Catriona Currie (CC), Sara-Louise Jonson (SLJ), Amanda Rennie (AR), Jenna Mathers (JM), Louise Simpson (LS), Jonathan Balloch (JB), Gordon Lawless (GL)

Apologies: Stacey McAllister (SMc), Ann Bateman (AB), Jill Stanley (JS),

Matters arising and new matters

Welcome

JB welcomed everyone and opened the meeting ... noting that our first business was an EGM to make some amendments to the Constitution.

EGM

AD gave a summary of the issues she has been having with getting the accounts approved and accepted by the Council offices at Sealock House.

AD proposed a change to the constitution as follows ... Section 6 (e) be modified from...

- e. The accounts of the Association shall be closed by 30th June & shall be audited annually & be presented at the Annual General Meeting.

To say ...

- e. The accounts of the Association shall be closed by 30th June & shall be externally scrutinized as required by law annually & be presented at the Annual General Meeting.

AD Also proposed that the follow update be made to section 5 (c) of the Constitution...

- c. Special General Meetings may be called at any time by the committee or on the request, in writing to the chairperson, of not less than 10 members.

To say

- c. Special General Meetings may be called at any time by the committee or on the request, in writing to the chairperson, of not less than 8 members.

These changes were seconded by CC.

ACTION: GL will update the Constitution and send out for initial email approval. This will be followed up by formal adoption at the next PTA meeting. GL will also verify if this updated needs to be filed with the Council or some other body.

Minutes of last meeting

Minutes of meeting dated 7th February were accepted. Proposed by AD, seconded by BK.

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Financial Overview (AD)

AD had no further update but is please we will progress the change to the Constitution.

Activities

There have been no activities since the last meeting

Future Activities

Family Bingo (10th March)

LD gave an update on preparations for the bingo night...

- We had a great response from the school with respect to the chocolate donations for prizes
- In order to get an idea for numbers likely to attend, we will sell tickets. The ticket will get you entry to the Quick Bingo and a free drink
- We will sell raffle tickets and bingo entry tickets at the Parent Consultation evenings
- We will decide what hall to use but it is looking likely to be the small hall and the dining area
- JB has an app that will be used for the bingo numbers and verification for games
- LD asked LS to extend the hall let to 9pm to ensure we have time to complete all of the games
- The Hamper raffle tickets will be sold as £1 per strip rather than individual tickets
- Communications are ongoing via the usual channels
- GL / LD to do a stock take and the booker run

Easter Disco

The Easter disco is set for 24th March. GL confirmed he has booked DJ for the 24th March

We will need helpers and will coordinate this on email, FB and twitter feeds

CC to coordinate helper list and the tickets in the week before.

AD to organise the Float

JB to gather the water

GL / LD will be covering the stock as part of the Booker run for the Bingo night.

Summer Raffle

PTA members need to start to help raise the prizes for the Summer Disco. Start to reach out to any contact that may be able to donate a prize. GL will pull the list of supports from the web site as a reference.

PTA will ask CC what is required with respect to the Tickets

We need to discuss and agree selling venue for this year

Bag Packing

No update ... still planning this for Smyths in September time frame. Still some thought for B&M too.

Bags to School Collection

GL to try and organise a collection for 1st or 2nd week in April.

Summer Disco

No Update ... but dates agreed and DJ confirmed

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P7 Leavers Disco

Date has been agreed as Wednesday 28th June. GL confirmed the DJ was booked and the PTA will pay him during the Summer Disco to avoid the issues of last year.

JB asked about the Leavers Book and whether the PTA was supporting anything this year. PTA were unclear but JB would ask around the P7 parents to see what was being arranged and see if PTA can help.

Newsletter Update (CC)

The Newsletter has been completed and distributed ... available on the School web site.

Social Convenor Updates

LS to extend the let for the Bingo night

Schools Update

No Schools update as SLJ & BK had to leave the meeting early. GL would email SLJ for an update on the Playground improvements

Correspondence (secretary)

GL reported that the School web site had moved to the new version. GL had met with Miss McAlister but unfortunately there was no facility available for restricted access to the PTA sections of the web site. AB would prefer we wait until the restricted access is available (hopefully a couple of weeks) before GL is given access. This means we cannot make updates direct to the web site but the school has offered to make any urgent updates we need.

The PTA sections of the Web site are not as we would like them but they are ok for now. There is some data missing from the old web site but GL will fix this when he is given access.

GL will keep the PTA posted

AOCB

There was no other business

Date of next meeting to be **April 4th at 7pm**

Meeting closed at 8.30pm

Prepared GL 06/03/2017