

# St Margaret's Primary School Parents Teacher Association

**Session 2018 – 2019**

## **Meeting Monday 1<sup>st</sup> October 2018**

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

**Attended by:** Lisa Duncan (LD), Alison Drackford (AD), Yvonne Stewart (YS), Amanda Rennie (AR), Jen MacAlpine (JM), Gordon Lawless (GL), Berny Kelly (BK), Stacey Collier West (SCW), Lee Conway (LC), Louise Simpson (LS), Sara-Lou Johnson (SLJ), Rebecca Lawrie (RL), Stephanie Rushford (SR)

**Apologies:** Jennifer Thomson (JT), Catriona Currie (CC),

### **Minutes of last meeting**

Minutes of meeting dated 3<sup>th</sup> September were proposed by LD and seconded by YS

### **Financial Overview (AD)**

AD reported that the funds had been boosted by an excellent Bingo night. Current balance is £6600.00.

### **Club Draw (currently 79 members)**

The club draw was made. Results are...

(numbers are accurate ... but apologies if any of the names are not spelt correctly)

|                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| <b>Prize winners...</b> | <b>1<sup>st</sup> = £20   2<sup>nd</sup> = £10   3<sup>rd</sup> = £10</b> |
| October –               | 1 <sup>st</sup> prize ... 48 – Susan Higgins                              |
|                         | 2 <sup>nd</sup> prize ... 70 – Amy Tarnawski                              |
|                         | 3 <sup>rd</sup> prize ... 29 – Catherine Polsen                           |

### **Activities**

- Dress Down Day – the day went very well, collecting lots of chocolate. LD pointed out that the chocolate not only provided prizes for the bingo night, but we also had enough to create the hamper prize for the raffle to be held on parent's night and to hand over boxes of chocolates as tombola prizes for the Christmas fayre.
- Bingo Night – A great night where we raised £930.85. This was attended by around 170 which LD reported is the max we can hold. Those who could not get tickets are on the priority list for the next bingo night. The date was set for the next bingo night. We will have a dress down day on Friday 1<sup>st</sup> March and the bingo night on Friday 15<sup>th</sup> March.

### **Future Activities**

- Bags2School Collection – (23rd October)
  - GL reported that the bags had arrived at the school
  - LD / YS will organise the bag drop for Thursday 11<sup>th</sup> October. GL will pass over the flyer from the one drive.
  - GL to email Gail on Monday 22<sup>nd</sup> as it is a training day and she can post a group message to parents as a reminder
- Halloween Disco – 2<sup>nd</sup> November
  - Bag drop is planned for first week back at school, week beginning 22<sup>nd</sup> Oct. LD to email the helper list to see if someone can do the bag drop
  - Reminder that no masks are allowed to be worn at the disco (add to flyer)

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- GL will do the booker run for the disco
  - GL to verify the DJ is booked
- Christmas Cards
  - YS reported that all drawings were returned and have been sent to the supplier
  - They have been received and we are expecting the sample cards back soon. We will do the bag drop as soon as they are returned to the school
  - We aim to get the orders in and the cards back to we can deliver then during parents' night
  - YS is working with the nursery on the drawing and hope to be complete before the October holidays
- Christmas Fayre
  - LD reported that most stalls are filled but we do have a few remaining. If anyone knows of any interested party, they should let LD know
  - We need a Santa for the Grotto so if anyone know anybody that can help, let LD know. SR reported that her father could possibly do it if he is available
  - LD will send out the appeal for helpers. We need help from 5pm to 8pm on Friday night to set up and then on the Saturday for the event. SCW will coordinate for School helpers. LD will organise the letter for pupil helper consent early November
  - LD ask all to put out appeals for Tombola prizes
  - LD asked the school if there will be any Enterprise style stalls this year? SCW / BK will ask the teachers if there are any class contributions
- Christmas Disco
  - To be discussed at the next meeting

## **Newsletter Update (CC)**

YS is gathering information for a Newsletter in December

## **Social Convenor Updates**

LS will confirm all booking are in place. As we are changing the date of our next meeting to avoid the clash with bonfire night, LS will make the change with the council

## **Schools Update**

- SCW reported that a staffing update letter had been delivered from the school. It described the changes taking place at the school. SCW also shared that interviews for the Head Teacher role and new teachers are starting during October.
- SCW reported that Mrs Brockie is taking adoption leave and will be covered by a supply teacher. Everyone sent Mrs Brockie best wishes.
- SCW informed the PTA that the school will soon be rolling out a Central App that will manage communications from the school to parents, carers and parent helpers
  - It will deliver push style notifications from the school
  - There will be a formal roll out and user guide
  - The school hopes to announce the initial version for Parents night
  - PTA will not have admin access but can coordinate with the school for push updates to be sent with reference to the Web Site for more detailed updates
- SCW gave an overview of the car park incident where a pupil's foot was run over by a car. The actions taken have shown improvement. Staff have been out to keep an eye on activities and car parking has improved. Signs have been installed at the school gates. LD asked if it is possible to get a sign for the gates near the shop too. BK reported the shop have donated to the school and some of this money could be used on safety notices and safety aids. The police will be coming into school to host a safety talk in October. SCW shared appreciation for the support from all the parent on this issue.

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## **Correspondence (secretary)**

- GL reported that the web site has been updated with recent information. It still has some odd elements, but GL hopes to meet with Mrs Johnston to tidy these up.
- GL had shared a Privacy Policy for review. It was taken from the template on the Schools Online web site. GL to share with LC for a final review.
- GL noted that the Support for PTA pages still need a refresh.
- GL asked AD to provide last year accounts to post to the web site
- LD asked GL if he would also manage the Parent Council web site going forward. GL agreed but would need to organise access.

## **AOCB**

**Merge the Parent Council and PTA** – LD reported that she had attended the Parent Council meeting and the proposal had been discussed. The proposal was well received, and the new chair of parent council is supporting the merge. LD to work with the new parent council chair with a goal to gradually merge the council and PTA over this school year.

**Visualisers** – The cost of the visualisers was more than expected based on quality, i.e. the cheaper items were of poor quality. We debated buying 1 for each year but the Staff feedback felt this would be difficult and result in less use. The new cost would be around £1500 to provide one for each class. GL offered support for this investment as it would give a tangible benefit to each classroom and recent year PTA support has mostly been in the playground. LD discussed ways we can get staff to share the benefits in the class newsletters etc. After the discussion, the PTA agreed to fund a visualiser for each class. BK would make the purchase.

**Projector** – BK would gather costing for a new projector for the main hall

**Year Book for P7's** – LD shared a sample of a year book based on a formal supplier note the PTA received through the post. It was not clear if the parent helper would be available this year and for future years. LD felt it was very good quality and a move to this formal supplier would provide a consistent approach to the year books. The cost would increase but the quality and consistency would increase too. The proposal was well received. The sample was left with the school to gather input from other staff member and some pupils. The PTA would look for a P7 parent helper to coordinate if we move forward with the supplier.

**Buddy Bench** – SR described the concept of the buddy bench and shared that she had purchased one for the school 2 years earlier. Currently it is in the school enclosure and not accessible as was intended. SCW was fully supportive of the concept. There was concern that the wording around the use of the buddy bench be clear and well explained to avoid any misconception of the bench. SCW also explained some of the challenges of getting the bench located in the playground. It would need fixed to the ground to avoid theft or accident should it topple over. Paint type and weather protection need to be considered too. However, with the right level of planning, the school may even provide more than the donated bench. SCW suggested SR have further discussion with SLJ and the new outdoor resource (sorry, I missed the name)

**Date of next meeting** – To avoid bonfire night and to give time to organize the Christmas Fayre, the next meeting will be Tuesday 30<sup>th</sup> October Start at 7pm.

**Meeting was closed at 8.30pm**