

St Margaret's Primary School Parents Teacher Association

Session 2018 – 2019

Meeting Monday 4th February 2019

Welcome: The meeting opened at 8:00pm (After Parent Council Meeting)

Attended by: Alison Drackford (AD), Jen MacAlpine (JM), Gordon Lawless (GL), Berny Kelly (BK), Stacey Collier West (SCW), Lee Conway (LC), Rebecca Lawrie (RL), Nicola Welsh (NW)

Apologies: Amanda Rennie (AR), Louise Simpson (LS), Lisa Duncan (LD), Catriona Currie (CC), Sara-Lou Johnson (SLJ),

Attending Parent Council Group Sessions: Helen Snedden (HS, New Head Teacher), Yvonne Stewart (YS)

Change of Meeting Time Request

HS made a request to the combined Parent Council and PTA groups, asking if it is possible to start the meetings 30mind earlier at 6:30pm. HS felt this would encourage more teachers to attend and allow us to finish a bit earlier. The Meeting agreed

ACTION: LS to adjust the meeting let to start at 6:30pm and finish at 8:30pm and can LS extend the let to include a booking for one of the P7 classrooms which is used when we break into groups for the second half of the meeting

Minutes of last meeting

Minutes of meeting dated 3rd December were proposed by AD and seconded by JM

Financial Overview (AD)

AD reported that the funds had been boosted by the recent PTA events. Current balance is £8954. Recent account activity is as follows...

- Total Recent Expenditure – £3300.00 covering M&M production, Visualisers, Class Parties & Glockenspiels

AD noted that in general funds raised from Disco's was down and wondered if we should think of a revamp to the format. GL felt it was a good idea and all should think about potential changes or improvements for the next meeting. We may implement then for next school year but let the summer disco run as it is today.

GL noted that the Gaming License fee was due in January and was likely sitting in the pigeon hole since December. AD found the letter and GL noted he would pay it the next day (at time of preparing the minutes GL has confirmed payment).

BK delivered a bunch of thank you letters from the children for all classes in appreciation of the class parties and the visualisers. They were gratefully received by the PTA.

From the Parent Council discussions, there was a request for 2 large outdoor speakers to support fun times in the playground (disco music etc). The cost would be around £680. The PTA agreed this would be a quick win for the school children so agreed to support the purchase.

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Club Draw

The club draw was made for February.

Results are...

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

Prize winners...	1st = £20 2nd = £10 3rd = £10
February –	1 st prize ... 53 – Yvonne Stewart
	2 nd prize ... 104 – Roberta Miller
	3 rd prize ... 77 – Nicola Welsh

Activities

- Christmas Disco
 - As above, Christmas disco takings were down but still a good event raising around £370.
- Christmas Carol Singing at Tesco
 - Both P6 classes spent time singing at the reception area of Tesco and over the 2 session raised a fantastic amount of £668. We will organise this event again next year.

Future Activities

- Smartie Tube fund raiser
 - YS stated share the costs and projection of funds raised with the PTA via email
 - The PTA felt we should go ahead with this fund raiser but felt it would be good to share the smartie tubes and details prior to the Easter holidays.
 - SCW also suggested someone present at a School assembly to help the children understand the goals of the fund raiser
 - **ACTION: YS to report to PTA if this is possible**
- Bingo Night (Friday 15th March)
 - Bingo Night is booked for Friday 15th March
 - 2 weeks earlier, Friday 1st March is dress down day where the children donate some chocolate which is used as Bingo prizes
 - SCW suggested using the PSA school app to communicate the Dress Down Day but we felt we need a paper response for the event as we need to track bingo book orders etc.
 - We need a date and an owner for the bag drop
 - **ACTION: LD to report back and ask for help as required for the Bingo Night**
- Summer Raffle – No update at this meeting
- Summer Disco's
 - We did not have a date in the school diary for the Summer Disco
 - We discussed and agreed on Friday 21st June for the Summer Disco
 - **ACTION: LS to book the "let" for the Disco**
 - The P7 Leavers Disco is set for Wednesday 26th June
 - **ACTION: GL to book the DJ for both discos**

Newsletter Update (CC)

YS was with the Parent Council group so there was no update at this meeting.

Social Convenor Updates

- LS had sent apologies and a report that all current lets were book ... but needs a date for the Summer disco (provided above with an action to book the let)
- LS also has the action to adjust the let booking for the meetings every month

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Schools Update

- Now covered by the Parent Council meeting. Refer to Parent Council minutes for details.

Correspondence (secretary)

- Parent Council have asked GL to post Parent Council minutes to the web site. GL happy to do this. GL to request access to Parent Council web site from AJ.
- GL reported that the Privacy Policy had been drafted and he was waiting on feedback from review. SCW requested we do this as a priority as Privacy is a hot topic for schools just now. GL will follow up with PTA members to get the Privacy Agreement published.
- GL mentioned the Supports of the PTA is well out of date. We will wait and refresh this for supporters from this year's raffle. SCW encouraged GL to ask the school / classes for thank you notes to each supporter. This would take some coordination but does make each gift more personal. GL will try something this year (possibly scanned and emailed to the supporters).

AOCB

Hire of Bingo Machine

We discussed some terms and conditions for the hire of the Bingo machine. This had been raised on a PTA email thread. The PTA agreed that this is a valuable piece of equipment so we should try to ensure appropriate protection and care for it. The team had a debate firstly on what to charge. We all felt £5 was too low. £10 was proposed but a few felt this was too low too. We arrived at a feeling that hire of the machine should be £20 and that we should prepare some terms and conditions of use ... basic stuff, returned in working order ect. We will continue this discussion at the next meeting and agree the process for hiring out the bingo machine.

Projector and Screen for the main Hall

GL asked for an update on the status of the proposal. SCW reported that the projector and screen were being fitted within the next few weeks. This did come as a surprise to most PTA members as we were not aware of any progress from the initial quote. We are however please that the school is getting a good resource to use in the main hall. AD is now aware that the approximately £7k spend is coming from the account soon. GL noted that with this spend and the outdoor speaker spend that the account balance will reduce to a low level.

Tesco Blue Tokens Fund Raising

A discussion was started regarding the opportunity to enroll for the Tesco Blue Token fund raising run at the local store. All felt this was a good idea and the PTA will find someone to investigate this.

Date of next meeting – Monday 4th March Start at 6:30pm Parent Council ... 7:30pm Fundraising Group (PTA)

Meeting was closed at 9:00pm