

## PTA MINUTES

**Meeting Title:** Meadowburn Primary School PTA Meeting

**Venue:** Meadowburn Primary School

**Date:** 24<sup>th</sup> August 2017

**Time:** 7pm- 8pm

**Attendees-** Caron Doherty (CD), Martyn Glancy (MG), Elaine McCauley, Claire Watson, Yaeger Major, Yvonne Stevenson, Jillian Claydon, Lynn Grayson, Aileen Macdonald-Haak, Fiona McInnes, Sam McLean.

**Apologies-** Georgia Patterson, Diane Wright, Carol Craig (CC).

AGENDA	DISCUSSIONS AND AGREEMENTS	ACTIONS
<b>1. Previous Minutes</b>	Minutes from meeting dated 01/06/17 have been circulated electronically to all members and were agreed.  Chair and Secretary position are currently vacant.  New members welcomed	<b>Minutes will be forwarded by Sam for update onto PTA section of school website.</b>  <b>AGM minutes, Chair and Treasurers Reports will also be detailed on school website.</b>
<b>2. Balance</b>	Georgia has advised that the current balance stands at £6691.25. P7 Leavers books £70 cheque still to be banked.  Summer Fair profit is £424.38 – Georgia has broken down that this is - £22.69 variance from 2016. Making roughly £600 less than previous Fairs however spending had increased by £450 on hired stations and £134 on sweets and pocket money stall.	<b>MG advised that the Stamps for each class are awaited; this payment had been previously agreed, anticipated to be a maximum of £190.</b>  <b>MG to advise cost</b>

<p><b>3. School Funding Requests</b></p>	<p>1. <b><u>Chess Club Funding</u></b></p> <p>Chess funding programme of £50 per annum agreed by members</p> <p>2. <b><u>Ardmay Bus Payment</u></b></p> <p>CD enquired whether PTA made contribution towards Ardmay, in previous years cost of buses has been provided, (£440 last year). Members agreed that this would be provided again this year.</p> <p>3. <b><u>Outdoor space</u></b></p> <p>CD enquired whether funding from Michael Mann's half marathon (£910.00) could be made available for marking the daily mile route around the school in his name. Financial support for improving the outdoor space was agreed by members last session and school requirements are awaited. Discussion took place in respect of remarking other playground areas. Costing to be established as specialist paint believed to be required owing to nature of use by children. Yaeger also reminded members of the suggestion of a friendship bench for the outside area should finances permit. Members were in agreement this should be carried forward. Sam advised that Councils can provide high estimates and alternative suitable contractors should also be considered.</p>	<p><b>1. MG to ensure that agreed payment received for last session.</b></p> <p><b>2. CD or MG to advise cost of Ardmay buses</b></p> <p><b>3.1 CD advises that CC is enquiring into cost presently.</b></p> <p><b>3.2 Claire will make enquiry with Glasgow City Council for comparison costing.</b></p>
<p><b>4. Lets</b></p>	<p>CD advised that Margaret (Janitor) had advised Lets need to be cleared from building at time Let concludes, otherwise charge will be incurred. Not viable to bring time of meeting forward owing to working time constraints of some members. Meetings will need to be concise.</p> <p>EDC will charge for any lets that are not for fundraising, meaning we could be charged for the cinema afternoon and P7 leavers disco. (As previous minutes detail general discos, summer fair and Christmas fair would be free as these are</p>	<p><b>Yvonne will clarify whether further ½ hour requests on current Lets for meetings possible to avoid any charge.</b></p> <p><b>Sam will make enquiry re legal implication of creating cinema afternoon as a fundraiser.</b></p>

	fundraisers.)	
<p><b>5. Forthcoming Events</b></p>	<p><b>1. 21<sup>st</sup> September – Disco</b></p> <p><b>2. 26<sup>th</sup> October – Disco</b></p> <p>1 &amp; 2. Yvonne advised that Lets have been agreed for dates and David Hedley has also kindly confirmed his availability for both discos. Following great success last year with Summer fair, Lynn will establish whether Gary is able to create another Doodle poll in order to organise volunteers for these dates and subsequently, other events through the year. Jillian, Yaeger &amp; Yvonne are available for both discos on both dates, CD available for both late discos and Fiona is available for 21<sup>st</sup> Sept. Class lists will be provided by the school. Minimum of 10 helpers required for each disco. Discussion took place regarding wastage with goodie bags, agreed that children enjoy receiving these bags but water/squash and plastic cups will be provided instead of flavoured carton drinks</p> <p><b>3. Calendar</b></p> <p>Agreed date of 04/10/17 for photographs; proposed topic matter for classes suggested are 'Colours' or 'Careers' as these were considered easily organised by parents. Calendar has been sold at £6.50 for number of years and following misprint last year generated £836.13 income. Cost to be assessed and administration of distribution/payment enhanced.</p> <p><b>4. Christmas fair</b></p> <p>Yvonne advised Let has been confirmed. To be discussed at later meeting.</p>	<p><b>1 &amp; 2 Lynn will establish whether Gary is able to create a Doodle poll seeking volunteers for these dates. Minimum 10 helpers required for each disco.</b></p> <p><b>3.1 Yaeger to seek parents preference/views of topic on forum.</b></p> <p><b>3.2 Sam to forward parent mail seeking any professional availability from parents or carers re photography / graphic design / printing capability / interest re advertising purchase prior to sourcing externally.</b></p> <p><b>3.3 Claire will make enquiry with known printer to establish idea of cost.</b></p>

<p><b>6. Eco project</b></p>	<p>CD advised that Eco committee are working on this presently. Numerous tyres are currently being painted and compost will be required in due course. Costing is still to be assessed and notified as support for funding agreed in 2016-17 session minutes.</p>	<p><b>CC to advise in due course</b></p>
<p><b>7. AOB</b></p>	<p><b><u>Fundraising suggestions</u></b></p> <p>1. Jillian suggested easy fundraiser of something like a crazy hair day costing £1 each pupil towards the end of term. CD advised that following parent feedback concern had been expressed re closeness of financial requests for support/sponsorship. It was considered that this seems more prevalent around Springtime, discussion took place and a fundraising Scottish day was agreed for St. Andrew day, 30<sup>th</sup> November. Full details to be discussed at future meeting.</p> <p>2. CD suggestion of Bag for life was considered a good option for fund raiser, web site previously identified <a href="http://www.classfundraising.co.uk/school-tea-towels/printed-bags/">http://www.classfundraising.co.uk/school-tea-towels/printed-bags/</a></p> <p>3. Members also discussed tea towels and considered this a valid fundraiser. Volume of order would need to be considered as last time the quantity purchased exceeded demand. Gillian Stack will be able to advise.</p>	<p><b>1. To be further discussed and finalised at next meeting</b></p> <p><b>2 &amp; 3 Elaine &amp; Claire to make enquiry re bags and tea towels</b></p>
<p><b>Ready Steady Read</b></p>	<p>Didn't discuss this at meeting but adding so we don't forget option for doing this in future</p>	
<p><b>8. Next meetings</b></p>	<p>Yvonne advised that next meeting Let is 23<sup>rd</sup> November, Meetings required prior to this in order to organise upcoming events. <b>Next meeting 28<sup>th</sup> September TBC</b></p>	<p><b>1. Yvonne to confirm Let 28<sup>th</sup> September</b></p>

